

Basic Resume Structure

Name

(You want your name to stand out! Try making it a larger or use a different font.)

(Contact Information)

Address

Phone

E-mail

OBJECTIVE

This should be a clear, concise, employer-focused statement reflecting the position you are seeking

EDUCATION

Associate's Degree in _____, Graduation date
Harrisburg Area Community College, Gettysburg, PA
Academic Programs/Accreditations if applicable
QPA: if noteworthy (typically anything above 3.0)

Honors/Awards: (list style)

Relevant Coursework: (list style, 4-6 courses relevant to the position)

Computer Skills: (depending on area of study)

INTERNSHIPS/ EXPERIENCE

Title, Name of organization

City, State of employment, dates involved

- Bulleted relevant duties performed during employment
- Consistently use past tense action verbs to describe the transferrable skills gained
- Keep these statements (not sentences) concise
- Vary the past tense action verbs with each bullet point

LEADERSHIP

Highlight any leadership roles or positions held, dates involved

List involvement in clubs or sports, dates involved

COMMUNITY SERVICE

List any volunteer work or community service/involvement

ADDITIONAL EXPERIENCE

List any part-time positions you may have held while attending school

REFERENCES

Available upon request

(This is a **separate document**. References should never be listed on your resume. See the sample reference sheet for more information)

