**BLANK RESUME**

Address City, State Zip

Phone Number

Email

**OBJECTIVE**

To obtain a position with using my skills and abilities

**EDUCATION**

**Indiana University Southeast** New Albany, IN

Bachelor of Arts/Science in \_\_\_\_\_\_\_ Graduating May 2014

Minor: Include if you have one

Honors: Dean’s List (list number of semesters)

GPA: Only list if 3.0 or higher!

**CAPABILITIES**

* Use this area to write brief statements about your characteristics that apply to the position of interest
* Describe your skills (as they apply to the position) you are not able to address in your experience descriptions below

**INTERNSHIP EXPERIENCE**

**Company Name** Town, State

**Position Title** Month Year - Present

* Make sure while describing your responsibilities that you connect to the skills that the position is asking candidates to have
* If you no longer work at this job, make sure you write your descriptions in the past tense

**Company Name** Town, State

**Position Title** Month Year - Month Year

* Be honest with your descriptions!
* Describe not only what you did, but how you did it and how often and perhaps for how many people
* This helps you to quantify your bullets

**EXPERIENCE**

**Company Name** Town, State

**Position Title** Month Year - Month Year

* Concise but very descriptive of your duties, responsibilities
* Try to keep to a maximum of 4 bullets, and no more than 2 lines per bullet (general rule of thumb, not a law!)
* Again, quantify where possible

**COMPUTER SKILLS**

Proficient with/in…use this if you are an expert

Experience with/in…. use this if you only have limited exposure

**CAMPUS AND COMMUNITY AWARDS AND ACTIVITIES**

Organization Name Month Year

* (Descriptions are optional, but a good idea if you can communicate something noteworthy)

Organization Name Month Year

Organization Name Month Year