

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