RESUME SAMPLE

NAME

Address \* Phone Number \* Email \* Website (optional)

EDUCATION

Bachelor of Arts

Wartburg College, Waverly, IA Graduation Date:

Majors:

Minors:

GPA XX/4.0 (only list if above 3.0)

Honors & Awards: Scholarships, Dean’s List or other awards

INTERNSHIP EXPERIENCE

Internship Title Date - Date

Company, City, State

* 3 bullet points
* Showcase your skills
* Formula – action verb + who/what + how/why

WORK EXPERIENCE

Job Title Date – Date

Company, City, State

* 3 bullet points
* Show your skills, not just duties that are tailored to this position
* Formula – action verb + who/what + how/why

Job Title Date – Date

Company, City, State

* 3 bullet points
* Show your skills, not just duties that are tailored to this position
* Formula – action verb + who/what + how/why

CAMPUS AND COMMUNITY INVOLVEMENT

Organization Title, Organization Name Date – Date

* 1-2 bullet points
* Formula – action verb + who/what + how/why

Organization Title, Organization Name Date – Date

* 1-2 bullet points
* Formula – action verb + who/what + how/why

SKILLS

* Focus on relevant skills only
* Examples: technology, language, or trainings/certifications – make sure to state proficiency level