



# RÉSUMÉ TEMPLATE

Your name

Your address

Your contact information

## PROFESSIONAL PROFILE

- number of months/years experience in a related position or field
- related education, training and/or certification
- two or three of your strongest related skill or knowledge areas
- a strong and relevant accomplishment
- a short list of relevant technical/computer skills
- two or three of your strongest related attributes

Give your name prominence by using bolding and a bigger font. Include your phone and cell as well as a professional sounding email.

Get the admissions team to focus on your most important qualifications. Include four to six points.

## EDUCATION

Degree

Name of institution. Location (city)

- relevant courses: a list of 4 to six courses that relate to your objective
- accomplishment statement
- accomplishment statement
- accomplishment statement

Left-hand justify and bold important information such as your degree or position titles.

Date of graduation

Include descriptions of accomplishments, projects, clubs and /or other highlights for each certificate or degree you list. There is no need to list your courses because you will be submitting transcripts.

REMEMBER; list the most recent degree or certificate first.

## WORK EXPERIENCE

Position title

Name of organization, location (city)

- accomplishment statement
- accomplishment statement
- accomplishment statement

Start date - end date

List your relevant work experiences in reverse chronological order.

Include start and end months in your dates.

Start date - end date

Position title

Name of organization, location (city)

- accomplishment statement
- accomplishment statement
- accomplishment statement

Include two to six descriptive accomplishment statements for each experience. Quantify your statements to give the admissions team a sense of the depth and breadth of your experience. Instead of listing duties, use action verbs to describe accomplishments that are relevant to your objective.

**Your name**

Put your name and "page 2" in the header of the second page.

## COMMUNITY INVOLVEMENT

Position title

Name of organization, location (city)

- accomplishment statement
- accomplishment statement
- accomplishment statement

Start date - end date

Include start and end months in your dates.

Position title

Name of organization, location (city)

- accomplishment statement
- accomplishment statement

Start date - end date

## ADDITIONAL EXPERIENCE

List any additional experience or credentials. You may want to make another heading depending on your strengths. What about awards, teamwork, coaching, causes, travels and more?

REMEMBER: list the accomplishments, and details of each of these points like you do in other sections.

Position title

Name of organization, location (city)

Start date - end date

Position title

Name of organization, location (city)

Start date - end date

## INTERESTS

A list of three to six interests or activities

- Illustrate any significant events and details

Give the admissions team a glimpse into your interests outside of academics, work, and more. What are your passions?

## REFERENCES

Name of reference, position

Organization, location (city)

Phone number

Email

Name of reference, position

Organization, location (city)

Phone number

Email

Your references should be three to four people who know you well from work, education, extracurricular or volunteer experiences.

REMEMBER: these references can go on a third page. Avoid splitting sections between pages.

Are you finished?

Be sure to check your spelling, grammar and general formatting.

Ask yourself, does this resume show the admissions team my strengths and experience? Perhaps ask a friend or family member to read it over.