**Name**

Street Address

Huntington, WV 25755

Phone number

E-mail

**SKILLS**

* List your skills or strengths that are relevant to the type of position you are applying for
* Use approximately four or five bullets

**EDUCATION**

**Degree, Field of Study** (List GPA if over 3.0) Graduation Month Year (Expected)

Minor: (if you have one)

Marshall University Huntington, WV

High School Name Graduation Month Year

GPA or Honor Recognition City, State

**INTERNSHIP** (if applicable; omit if not)

**Title**  Dates Employed (from – to)

Organization City, State

* Job duty (begin each with a strong action word or verb in the correct tense
* Job duty (current experience = present tense / previous experience = past tense)
* Job duty

**WORK EXPERIENCE** (List most recent experience first and work back in reverse chronological order)

**Title**  Dates Employed (from – to)

Organization Location

* Job duty (begin each with a strong action word or verb in the correct tense
* Job duty (current job = present tense / previous job = past tense)
* Job duty (avoid using “-ing” words)

**HONORS & ACTIVITIES**

* List any clubs, organizations, or volunteer experiences
* Also list your accomplishments such as scholarships, dean’s list, Honors College, etc.

**REFERENCES** (generally listed on a separate page)

Available Upon Request

\*\*If you are lacking information to complete a specific section, omit the section from your resume\*\*