**Name**

Street Address

City, State Zip code

Phone number

E-mail

**Professional Profile or Objective**

Here, you may include either a career objective (what do you hope to achieve with your degree after graduation / begin with a verb) or a professional profile or summary (a statement which describes who you are and what you hope to achieve).

**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** (if you have more than one degree, list the most recent first)

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

Minor: (if you have one)

Marshall University Huntington, WV

**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 & Awards**

* List any honors such as Marshall University Dean’s List, scholarships, or Honors College

**Activities**

* List any clubs, organizations, or volunteer experiences
* Also think about leadership experiences you had while on campus

**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\*\*