

Name _____

Address _____

City, State, Zip _____

Telephone Number _____

Email Address _____

OBJECTIVE (optional)

EDUCATION

School _____

City, State _____

Graduation Date (month, year) _____

GPA (if 3.0 and above) _____ GPA In Major (optional) _____

Degree Program & Major _____

Certification Received (for teachers and other certified positions)

Related Courses (use only as a “filler” for if your resume is too short)

_____	_____	_____
_____	_____	_____
_____	_____	_____

EXPERIENCE - jobs, internships, student teaching, volunteer work

(Use this format for each experience)

Organization _____

City, State _____

Dates Employed _____ Job Title _____

Responsibilities /Accomplishments

- _____
- _____
- _____

Organization _____

City, State _____

Dates Employed _____ Job Title _____

Responsibilities /Accomplishments

- _____
- _____
- _____

Organization _____

City, State _____

Dates Employed _____ Job Title _____

Responsibilities /Accomplishments

- _____
- _____
- _____

Organization _____

City, State _____

Dates Employed _____ Job Title _____

Responsibilities /Accomplishments

- _____
- _____
- _____

Organization _____

City, State _____

Dates Employed _____ Job Title _____

Responsibilities /Accomplishments

- _____
- _____
- _____

Organization _____

City, State _____

Dates Employed _____ Job Title _____

Responsibilities /Accomplishments

- _____
- _____
- _____

SCHOOL/COMMUNITY ACTIVITIES/HONORS/AWARDS

(list name of organization, position held, and honors received)

Example: Hiram College Football Team—4 year Letterman

Delta Zeta Sorority—President

Muscular Dystrophy Association Jail and Bail

- _____
- _____
- _____
- _____
- _____
- _____
- _____