

RESUME OUTLINE

Contact Information

Name: _____

Address: _____

City: _____ State: _____

Phone (Home): _____ Phone (Cell): _____ Zip: _____

Email: _____

LinkedIn/Portfolio/Website: _____

Objective (optional)

Objectives should NOT be on your resume, however, writing one can help determine your goals, and articulate the reasons to hire you.

Summary of Qualifications

List your achievements, skills, and relevant experiences to demonstrate your fit for the job. This may need to be customized for each role.

Education

School Name: _____ Degree/Diploma: _____

Location: _____ Years Attended: _____

Awards/Honors/Projects: _____

School Name: _____ Degree/Diploma: _____

Location: _____ Years Attended: _____

Awards/Honors/Projects: _____

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Work Experience

Start with your current or most recent job and go backwards.

Job Title: _____ Start & End Date: _____
Company Name: _____ Location: _____
Achievements: _____
Responsibilities: _____

Job Title: _____ Start & End Date: _____
Company Name: _____ Location: _____
Achievements: _____
Responsibilities: _____

Job Title: _____ Start & End Date: _____
Company Name: _____ Location: _____
Achievements: _____
Responsibilities: _____

Job Title: _____ Start & End Date: _____
Company Name: _____ Location: _____
Achievements: _____
Responsibilities: _____

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Skills

List your soft skills and hard skills (technical skills) such as communication, teamwork, languages, and tools and programs you know well.

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Training & Certificates

Type of Training/License:

 Date Obtained:

Institution Name:

 Location:

Type of Training/License:

 Date Obtained:

Institution Name:

 Location:

Type of Training/License:

 Date Obtained:

Institution Name:

 Location:

Volunteer Work

Organization Name:

 Position:

Location:

 Start & End Date:

Responsibilities:

Organization Name:

 Position:

Location:

 Start & End Date:

Responsibilities:

Professional Affiliations & Memberships

Projects, Publications & Presentations

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References (optional)

References do NOT belong on your resume, but you will need them. Try to include 1 personal reference and 2 professional ones, including 1 supervisor.

Name: _____ Position & Company: _____

Phone: _____ Email: _____

Name: _____ Position & Company: _____

Phone: _____ Email: _____

Name: _____ Position & Company: _____

Phone: _____ Email: _____

Interests, Hobbies & Activities (optional)

Interests, hobbies and activities do NOT belong on your resume but listing them can help you identify skills or tailor your resume.

Additional Details (optional)

List any additional information that is relevant to the job you're applying for and helps you stand out as a strong candidate.
