

SPAA WRITING & CAREER DEVELOPMENT CENTER RESUME TEMPLATE

Heading: Personal Contact Information

- Name
- Address
- Email
- Phone number

Personal Summary (Optional)

Objective Statement (Optional)

Professional Experience

- Organization
- Job title
- Years employed
- Responsibilities

Educational Background

- School
- Years matriculated/ graduated
- Degree
- Concentration/ Major/ Minor

Sections for Consideration

- Internships
- Volunteering

Skills

- Occupational skill set
- Languages
- Computer

Affiliations

- Professional memberships
- Training/ Certifications

Honors and Awards

- Honors/ Awards/ Certificates
- Fellowships/ Scholarships

Hobbies and Interests

- Skills relevant to job

References available upon request (optional)

Additional Layout Options

- Even margins (0.5-1.5)
- Font (sizes 10-12)
 - Name of applicant (size 14)
- For emphasis
 - Bold, italicize, underline (Avoid using too many different styles in one document)
 - Pick one uniform style and stick to it
 - Use bullets
 - Avoid complete sentences

Organizing Process

- Custom-tailor each resume to specific job
- Save resume as PDF
- Create Master Resume folder
 - Name/ date each new version