

## Full Name

Address, City, State, Zip Code

Telephone/Cell number, email address (professional)

Select one or two of the optional headings to begin your resume/cv

Optional Heading		<b>Objective:</b> <i>use when you are applying for a specific position.</i>
Optional Heading	14B	<b>Resume Summary:</b> <i>use to highlight work-related experience and education.</i>
Optional Heading	14B	<b>Profile:</b> <i>It must <b>wow</b> an employer and include evidence of past experience and skills related to the position you are applying for.</i>
Optional Heading	14B	<b>Philosophy Statement:</b> <i>Use to present your personal statement of ethics regarding your career choice.</i>
Optional Heading	14B	<b>Qualifications Brief:</b> <i>Use to highlight soft skills such as leadership abilities, problem solving, and team building skills, especially when changing careers or job targets within your field of interest.</i>
DS between categories	DS	
Required Category	14B	<b>Education</b>
	DS	
	SS 12F	<i>Degree, major, minor, college or university, city, state, year graduated, include CPA if 3.0 or higher.</i> <b>Place category here if you are a current student or a recent graduate. If not, include education toward the end of your resume, especially if you graduated two or more years ago.</b>
	DS	
Optional Heading	14B	<b>Thesis/Research Project</b>
	SS 12F	<i>If you are a recent undergraduate or graduate student, list the name of your thesis or research project in italics. Additional text is in regular font.</i>
	DS	
Optional Heading	14B	<b>Honors/Scholarships</b>
	SS 12F	<i>Use if you are a recent graduate; if not, include toward the end of your resume.</i> <b>Tab over one to begin your descriptive sentences. Always use action verbs.</b>
	DS	
Optional Heading	14B	<b>Languages</b>
	SS 12F	<i>List only if you are fluent or conversational in a second language</i>
	DS	

	12F	<b>NAME</b> <span style="float: right;"><b>Page #</b></span> If your resume is more than one page, include your name and page number as a header on each consecutive page
<b>Optional Heading</b>	14B	<b>Professional Experience</b>
	DS	
	SS 12F	<i>Job title, name of employer, location, dates – list left or right (your preference).</i>
	SS	
<b>Single space within category.</b>	SS 12F	<i>Use descriptive statements here.</i>
	DS	
	14B	<b>Leadership Experience</b> <i>paid or unpaid</i> Descriptive statements highlight your past job or position responsibilities.
	DS	
	SS 12F	<i>Title, name of employer, location, dates – list left or right (your preference).</i> <b>Be specific, rather than general.</b>
	SS	
	SS 12F	<i>Use descriptive statements here.</i>
	DS	
<b>Optional Heading</b>	14B	<b>Community Service/Volunteerism</b> Unpaid experience is as valuable as paid, and this section can be used if it applies to your career field.
	DS	
	SS 12F	<i>Volunteer title, employer, location, date or number of hours</i>
	SS	
	SS 12F	<i>Use descriptive statements here.</i>
	DS	
<b>Optional Heading</b>	14B	<b>Internships/Cooperative Education/ Service Learning</b>
	DS	

	12F	<b>NAME</b>	<b>Page #</b>
	SS 12F	<i>Title, name of employer, location, dates – list left or right (your preference).</i>	
	SS		
	SS 12F	<i>Use descriptive statements here.</i>	
	DS		
<b>Optional Heading</b>	14B	<b>International Experience</b>	
	DS		
	SS 12F	<i>Title, employer, city, country, dates</i>	
	SS 12F	<i>Use descriptive statements here.</i>	
	DS		
<b>Optional Heading</b>	14B	<b>International/ National Community Service</b> Use these optional headings to demonstrate your global perspective.	
	DS		
	SS 12F	<i>Title, organization, city, state or country, dates</i>	
	SS		
	SS 12F	<i>Use descriptive statements here.</i>	
	DS		
<b>Optional Heading</b>	14B	<b>Professional Development</b>	
	DS		
	SS 12F	<i>Workshops, seminars, in-service presentations, conferences, specialized training programs.</i>	
	SS		
	SS 12F	<i>Use descriptive statements here.</i>	
	DS		
<b>Optional Heading</b>	14B	<b>Professional Affiliations/Memberships</b>	
	DS		
	SS 12F	<i>List complete name of your professional affiliations/ memberships and dates.</i>	
	DS		

	12F	<b>NAME</b>	<b>Page #</b>
<b>Optional Heading</b>	14B	<b>Campus Involvement</b>	
	DS		
	SS 12F	<i>List the name of the club or activity and the year(s) you participated.</i> <b>Use if you are a recent graduate or if it demonstrates your leadership skills.</b>	
	SS		
	SS 12F	<i>Use descriptive statements here.</i>	
	DS		
<b>Optional Heading</b>	14B	<b>Computer Technology/Skills</b>	
	DS		
	SS 12F	<i>List programs, e.g., Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Photoshop</i>	
	DS		
<b>Optional Heading</b>	14B	<b>Research/Publications</b>	
	DS		
	SS 12F	<i>Title of research or article, publisher, city, state, year</i>	
	DS		
	14B	<b>Special Interests</b> <b>Avoid controversial topics. Use your special interests as potential ice breakers during your interviews.</b>	
	DS		
	SS 12F	<i>List interests on single line, separated by a comma.</i>	
	DS		
	14B	<b>Accomplishments/Achievements/Awards</b> <b>List relevant experiences you are proud of. It will give an employer additional insights into the type of individual you are.</b>	
	DS		
	SS 12F	<i>List accomplishments</i> <b>Error! Bookmark not defined.</b> <i>/ achievements</i> <b>Error! Bookmark not defined.</b> <i>/ awards, dates.</i>	
	DS		
<b>Optional Heading</b>	14B	<b>Athletics</b>	
	DS		
	SS 12F	<i>List type of sport or athletic team, name of team, dates.</i>	
	DS		
<b>Optional Heading</b>	14B	<b>References Available Upon Request</b>	

# ***Basic Résumé/CV and International Templates***

## **Quick Tip**

Include .75 or 1" margins on all sides. Use a simple font style. Use spell check! Do not staple résumé pages together. Use high-quality résumé paper

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## **BASIC RÉSUMÉ TEMPLATE**

### **Full Name**

Address, City, State, Zip  
Home Phone - Cell Phone - E-mail

### **Objective/Profile/Philosophy (select one, optional heading)**

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Text.... (12 Point)

### **Education (Be consistent. Names of degrees, states, and dates should be either spelled out or abbreviated throughout the résumé.)**

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Name of Degree, College/University, City, State, Month, Year. GPA (if 3.0 or higher)

Name of Additional Degrees, College/University, City, State, Year. GPA (if 3.0 or higher)

### **Honors/Scholarships (if applicable)**

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Name of Scholarship, Year. List most recent first.

### **Languages (Use this heading only if you are fluent/conversational.)**

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Name of Language/Languages

### **Professional/Related Experience Internships/Practicums**

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Use all optional headings that apply to your career history.

Position Title, Name of Employer, City, State, Dates

- Use action verbs to describe your responsibilities in priority order.
- 
-

Position Title, Name of Employer, City, State, Dates

- Detailed description
- 
- 

Position Title, Name of Employer, City, State, Dates

- Detailed description
- 
- 

### **Additional Experience**

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Position Title, Name of Employer, City, State, Dates

- Use action verbs to describe your responsibilities in priority order.
- 
- 

### **Quick Tip**

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List additional work-related experience if it demonstrates your skills and transferable skills in your career or related field.

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### **Optional Headings for All Majors (if applicable):**

#### **Quick Tip**

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Review and prioritize each optional heading selection.

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Accomplishments/Achievements

Athletics/Athletic Leadership

Awards/Scholarships

Campus Involvement - list name of club, year(s)

Certifications - include all relevant certifications, must be current/up-to-date

Clinicals

Computer Software/Technology/Web Design - list of software programs

Community Service - paid or unpaid

Cooperative Education

Honors

International Community Service

International Experience

Internships

**Name (as a header)**

**Page #**

Languages

Leadership - paid or unpaid, e.g., tutor, counselor, teacher

Licensures

Mentoring

National Community Service

Practicum

Professional Development - e.g., workshops, seminars, in-service presentations

Professional Organizations/Memberships/Affiliations - list membership, include year(s)

Publications

Research Projects

Service Learning

Special Interests

Specialized Research

Study Abroad

Thesis

Volunteerism

# CURRICULUM VITAE TEMPLATE

## Full Name

Address, City, State, Zip

Home Phone - Cell Phone - E-mail

## Objective/Profile/Philosophy (select one, optional heading)

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### Quick Tip

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Your CV can be as extensive as necessary to highlight your academic qualifications, work experience, and skills/transferable skills, including accomplishments/achievements.

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Text.... (12 Point)

**Education** (Be consistent. Names of degrees, states, and dates should be either spelled out or abbreviated throughout the résumé.)

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Name of Doctoral Degree, University, City, State, Month, Year

**Dissertation, *Title*, (12 Point Bold) (if applicable)**

Name of Additional Degrees, College/University, City, State, Year. GPA (if 3.0 or higher)

**Thesis, *Title*, (12 Point Bold) (if applicable)**

## Honors/Scholarships (if applicable)

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Name of Scholarship/Scholarships, Year. List most recent first.

## Languages (if applicable to the position)

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Name of Language/Languages (Fluent/Conversational)

## Professional/ Related/ Practicum/Internships Experience

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Select all optional headings that apply to your career goals.

Position Title, Name of Employer, City, State, Dates

- Use action verbs to describe your responsibilities.
- 
-



Position Title, Name of Employer, City, State, Dates

- Detailed description
- 
- 

Position Title, Name of Employer, City, State, Dates

- Detailed description
- 
- 

### **Quick Tip**

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Sub-categorize all internships, practicums or clinical experience before you begin this section. Combine in the same section if you have completed more than one in the same area. Lead with your career related experience first. Make every word count. Use action verbs to describe your expertise.

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### **Additional Experience**

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Position Title, Name of Employer, City, State, Dates

- Detailed description
- 
- 

### **Optional Headings for All Majors (if applicable):**

#### **Quick Tip**

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Review and prioritize each optional heading selection. You can use several optional headings which demonstrate all of your skills and experience, including specialized achievements and accomplishments.

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Accomplishments/Achievements

Athletics/Athletic Leadership

Awards/Scholarships

Campus Involvement - list name of club, year(s)

Certifications - include all relevant certifications, must be current/up-to-date

Clinicals

Computer Software/Technology/Web Design - list of software programs

Community Service - paid or unpaid

Cooperative Education

**Name (as a header)**

**Page #**

Honors  
International Community Service  
International Experience  
Internships  
Languages  
Leadership - paid or unpaid, e.g., tutor, counselor, teacher  
Licensures  
Mentoring  
National Community Service  
Practicum  
Professional Development - e.g., workshops, seminars, in-service presentations  
Professional Organizations/Memberships/Affiliations - list membership, include year(s)  
Publications  
Research Projects  
Service Learning  
Special Interests  
Specialized Research  
Study Abroad  
Thesis  
Volunteerism

# INTERNATIONAL RÉSUMÉ TEMPLATE

## Full Name (14B)

Address, City, State, Zip (12F)  
Home Phone - Cell Phone - E-mail

## Objective/Profile/Philosophy (select one) (14 Point Bold)

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Text.... (12 Point)

## Education (Be consistent. Names of degrees, states, and dates should be either spelled out or abbreviated throughout the resume.) Lead with your most recent degree first.

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Name of Degree, College/University, City, State, Month, Year. GPA (List degree and minor, if applicable) (if 3.0 or higher).

Name of Additional Degrees, Major, College/University, City, State, Graduation Year. GPA (if 3.0 or higher)

Thesis or Research Project (12B) if applicable, *Title*

## Honors/Scholarships (if applicable)

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Name of Scholarship/Scholarships, Year. Lead with the most recent first.

## Languages (if applicable to the position) (For International positions you must be fluent in your multiple languages.)

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Name of Language (Fluent/Conversational)

## Quick Tip

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Being fluent in one or more languages is important when applying for international positions.

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## International Internships (optional heading)( Prioritize your resume headings focusing on your career goals.)

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**Quick Tip**


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Be specific and give examples of specialized skills/experience. Focus on leadership experience. Make every word count. Use action verbs to describe your skills/ transferable skills. Show rather than tell how good you are.

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Intern, Employer, City, Country, Dates

- Detailed description in priority order
- 
- 

**International/Professional Experience (Optional Heading)**

Title, Name of Employer, City, Country, Dates

- Detailed description in priority order, using action verbs to describe your responsibilities
- 
- 

Title, Name of Employer, City, Country, Dates

- Detailed description in priority order
- 
- 

**Quick Tip**


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Group and consolidate your entire work experience and gear toward your career or career related goals. Review skills/transferable skills section in handbook.

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**International Community Service**

Volunteer Title, Employer, City, Country, Dates

- Detailed description
- 
- 

**Related Experience (paid or unpaid)**

- Detailed description
- 
-

**Quick Tip**


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List additional work-related experience if it demonstrates your skills and transferable skills.

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**Additional Experience**

- Detailed description
- 
- 

**Quick Tip**


---

Review and prioritize each optional heading selection.

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**Optional Headings for All Majors (if applicable):**

Accomplishments/Achievements

Athletics/Athletic Leadership

Awards/Scholarships

Campus Involvement - list name of club, year(s)

Certifications - include all relevant certifications, must be current/up-to-date

Clinicals

Computer Software/Technology/Web Design - list of software programs

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Honors

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International Experience

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Leadership - paid or unpaid, e.g., tutor, counselor, teacher

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National Community Service

Practicum

Professional Development - e.g., workshops, seminars, in-service presentations

Professional Organizations/Memberships/Affiliations - list membership, include year(s)

Publications

Research Projects

Service Learning

Special Interests

Specialized Research  
Study Abroad  
Thesis  
Volunteerism

**Quick Tip**

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As an International graduate, you must incorporate all of your relevant internships and professional experience. Demonstrate your ability and global perspective.

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