

“FIRST RÉSUMÉ” BUILDER

Consider These Categories...

CONTACT INFORMATION: Name, Address (permanent or campus), Telephone Number, E-mail Address, LinkedIn (optional).

EDUCATION: Degree Expected/Earned, Name of University, Location (City, State), Future Graduation Month/Year, Relevant Coursework, GPA (e.g. 3.8/4.0), Study Abroad.

EXPERIENCE: Can be broken into relevant, leadership, clinical, internship, other, and notable project experiences. Should be listed with most recent experience by date in each section on top. Bullet point statements with strong action verbs, skills, and tasks--with an occasional result.

ACTIVITIES: Campus/Community Involvement, Volunteer Experience, Professional Affiliations, etc.

HONORS/AWARDS: Scholarships, Dean’s List, Special Awards. Can also be listed as a bullet under Education section.

SKILLS/CERTIFICATIONS: Technical Skills (Microsoft Office, Excel), Foreign Language Proficiency, First Aid and CPR Certification, etc.