

# Student Name

City, State | Phone Number | Email Address

---

## Career Objective

In 2-3 sentences, state who you are, what your major is/what you do, the type of job/internship you are interested in securing, what kind of skills/experience you possess, and how you can use them to support the success of the company. Remember, it's about what you can do for the company, not what the company can do for you.

## Skills

- Keyword from job posting
- Relevant computer skills
- Soft skills (communication, teamwork, etc.)
- Another keyword from job posting
- Skills mentioned in job posting
- Skills specific to the job you're applying for

**Education** – List your education at the bottom of the resume if you are not a recent graduate

Name of Degree or Certificate

School Name, City, State

High School Diploma – This can be removed once you have college coursework, obtained a degree or certificate

Columbus Downtown High School, Columbus, OH

## Work Experience

Employer, City, State

Job Title

7/2014-Present

- List 3-6 job duties in a bullet point list
- These duties should focus on transferable skills and experience relevant to the new job
- Think about what would make you a good fit for the job you're applying for

Employer, City, State

Job Title

4/2010-6/2014

- List 3-6 job duties in a bullet point list
- These duties should focus on transferable skills and experience relevant to the new job
- Think about what would make you a good fit for the job you're applying for

**Volunteer Experience** – optional section to consider adding if you have volunteer experience to include

**Honors and Awards** – optional section to consider adding if you have honors or awards to highlight