

**NAME** (In larger point size than rest of document)  
Street Address • City, State Zip Code • Phone Number  
Email address

*\*\*The resume is a one-page document that can include any of the following*

#### OBJECTIVE (OPTIONAL)

- Tells an employer what kind of job/internship you are looking for
- Be specific about industry or position if you know it
- May be stated in a cover letter

Ex: Marketing Intern in the nonprofit sector

#### QUALIFICATIONS OR PERSONAL STRENGTHS (OPTIONAL)

- Makes assertions about abilities, qualities, experience, and achievements
- Presents relevant information related to your objective

Ex: Enthusiastic and persuasive in presentations

Earned compliments for organization, attention to detail, and follow through from teachers and advisor

#### EDUCATION

- List pertinent educational history
- Lead with degree, institution, then date
- Optional: may add bullets describing academic honors, GPA, etc.
- Optional: related coursework and/or languages may be listed in Education or a separate section

Ex: High School Diploma, Lincoln High School, Anticipated June 2020

Proficient in Spanish language, writing and conversation

#### EXPERIENCE (Listed in reverse chronological order, start with most recent)

- Lead with position title, followed by organization, location, and employment dates
- Avoid a review of your duties—focus on skills and lead with strong, descriptive action verbs
- Can include work, internships, and leadership activities (paid and unpaid)
- Use numbers to add dimension to your statements

Ex: Increased attendance at annual event by 20%

Oversaw and delegated work assignments to five student committee members

Contributed to raising awareness about X topic throughout entire school

- When preparing statements, constantly ask the questions “who, what, why, where, when and how” to clarify and add interest
- Use bullets to draw attention to action verbs leading résumé statements—employers want to skim for detail and will not read lengthy paragraphs

Ex: Outdoor School Counselor, Camp Namanu, Sandy, OR (2018)  
Ensured safety and well being of 10-12 sixth grade students at this 4-day overnight camp  
Lead activities and games and taught environmentally focused curriculum

#### COMMUNITY SERVICE, LEADERSHIP, ACTIVITIES (OPTIONAL)

- Includes community or university activities not mentioned in Experience section
- Typically formatted as a list and can include bulleted descriptive statements

Ex: Member, National Honor Society (2017-present)  
Volunteer, SMART reading program for elementary students (2016-17)

#### SKILLS (OPTIONAL)

- Lists skills relevant to the job you are applying to that are not immediately apparent from your education or experience description (e.g. computer literacy, languages, writing, technical skills)

#### HONORS AND AWARDS (OPTIONAL)

- Lists honors and awards that you have received and describe the honor/award

#### INTERESTS (OPTIONAL)

- Lists interests to show diverse skills and well-roundedness
- Section may serve as a conversation starter in interviews