

SAMPLE: RESUME FORMAT

Graduate/Alumni

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OBJECTIVE Simple phrase; To obtain a (*senior*) management position (*in company name*)

SUMMARY OF QUALIFICATIONS

- Simple statements or summary of your qualifications; do not use periods
- In this area, catch the attention of the reader and highlight your strengths
- Minimum of three bullets; average four or five summary statements
- Emphasize character, professional skills, leadership strengths, societal strengths
- Foreign language proficiency can be noted here

PROFESSIONAL EXPERIENCE

Name of company *city, state*

Name of position, date range (May 2002 to May 2003)

- Describe responsibilities under each title held
- It is optional to insert a space between position sections

Name of position, date range (May 2001 to May 2002)

- Describe responsibilities and skills learned
- Use this separation style only if it applies to your work history
- Or separate under skill sets such as:
Customer Service-Inside Sales, Marketing, Outside Sales, Bookkeeping & General Office, System Development, Consultation, Solution Design

PROFESSIONAL ASSOCIATIONS

- American Banking Association
- American Writers Guild
- American Marketing Association

FORMAL EDUCATION

The University of Memphis *Memphis, TN*

Master's of Public Administration May 2004, GPA: 3.5

The University of Mississippi *Oxford, MS*

Bachelor of Business Administration May 1999

Overall GPA: 3.5 Major GPA: 4.0

ACADEMIC HONORS

- Phi Kappa Phi
- National Merit Scholar
- Phi Beta Kappa
- Taylor Medalist

GRADUATE COURSEWORK

- Include course work that is relevant to position
- Name of course

PROJECTS

- If applicable, can separate in sections such as College Projects and Professional Projects
- Name of project, accomplishment, location, date

PROFESSIONAL EDUCATION

- Advanced education through participation in seminars, training and etc.
- Name of seminar, training, or course; location, date

TECHNICAL SKILLS

- You may consider separating by skill set as noted below or by listing individually and using double columns
- Programming Languages (list: Java, C, Matlab, etc.)
- Operating Systems (list: Windows NT/2000, MAC OS, etc.)
- Packages/Tools (list: Firewalls, NT/UNIX armoring, VPN, IDS, etc.)
- Software (Microsoft Office Suite, Adobe Acrobat, Quark, etc.)

PUBLICATIONS

Italicize title. Make sure to include date of publication and location.
This may be a thesis or other published work.

CERTIFICATIONS/LICENSES

- State certification license for major (CPA, EE or Civil E License)
- CPR, EMT or other health related certifications
- Security Clearance-type
- Small aircraft pilot's license
- Certification of Computer or Programming License

MILITARY EXPERIENCE

- Active duty or reserve; positions and rank held
- Dates of service; locations of duty stations
- Honorable discharge, medals or awards

COMMUNITY SERVICE

- Name of activity or volunteer position
- Example: Suicide Prevention Hotline; Sunday Choir Member; Habitat for Humanity, other social and civic volunteer activities

GEOGRAPHIC PREFERENCE

Southeastern USA (*or name of State preference, or state such as: Willing to relocate*)

AVAILABILITY

June 1, 2005

REFERENCES

Attached

Note:

- Resumes do NOT have to be one page.
- This format is a **suggestion only** and may be tailored to your resume history.
- Spell check! Spell Check! Ask friends, career center personnel and classmates to proof your resume.
- Update your resume often.
- Give a copy of your resume to your references.