

BLANK RESUME

ADDRESS CITY, STATE ZIP
PHONE NUMBER PROFESSIONAL EMAIL

OBJECTIVE

To obtain a _____ position with _____ using my _____ skills and _____ abilities.

EDUCATION

Indiana University Southeast

Bachelor of Science in Biology

Minor: Education

Honors: Dean's List- Fall 2010, Spring 2011; GPA: Only list if 3.0 or higher!

New Albany, IN

May 2014

CAPABILITIES

Use this area to write brief statements about your characteristics that apply to the position of interest
Describe your skills (as they apply to the position) you are not able to address in your experience descriptions below
Language skills (fluent or conversational)

INTERNSHIP EXPERIENCE

Company Name

Town, State

Position Title

Month Year - Present

- Make sure while describing your responsibilities that you connect to the skills that the position is asking candidates to have
- If you no longer work at this job, make sure you write your descriptions in the past tense

Company Name

Town, State

Position Title

Month Year - Month Year

- Be honest with your descriptions!
- Describe not only what you did, but how you did it and how often and perhaps for how many people.
- This helps you to quantify your bullets.

EXPERIENCE

Company Name

Town, State

Position Title

Month Year - Month Year

- Concise but very descriptive of your duties, responsibilities
- Try to keep to a maximum of 4 bullets, and no more than 2 lines per bullet (general rule of thumb, not a law!)
- Again, quantify where possible

COMPUTER SKILLS

Proficient with/in...use this if you are an expert

Experience with/in.... use this if you only have limited exposure

CAMPUS AND COMMUNITY AWARDS AND ACTIVITIES

Organization Name

Month Year

(Descriptions are optional, but a good idea if you can communicate something noteworthy)

Organization Name

Month Year

Organization Name

Month Year