

# Resume Format

## YOUR NAME HERE

Address // City, ST ZIP

Phone number // professional email

## PROFESSIONAL PROFILE (or Skills, or Qualifications, or Accomplishments)

Here is **one** way to write this section. Briefly introduce yourself as a professional and include your professional objective and interest in a line or two. For example, "Occupational Therapist, dedicated and culturally competent, seeks entry-level opportunities in client-centered, team-driven environments."

## EDUCATION (You may place this here, or after your experience sections)

**Type of degree in major** | Month Year

*Eastern Washington University, Cheney, WA*

Place your most recent degree (completed or in progress) first. Then work backward through time. Put GPA here only if it's exceptional (3.5+). You could put your honors designation instead: Cum Laude, Magna Cum Laude, or Summa Cum Laude. You may also list minors, academic focus, relevant coursework, academic awards, achievements, and certifications here.

**Previous Degrees** | Month Year

*Institution, City, State*

You do not have to list an A.A. if you have a Bachelor's degree, unless you had specialized coursework relevant to the job. You should list Bachelor's degrees if you have a Master degree (and so on). Do not list high school.

## RELEVANT EXPERIENCE (You may place this section before or after education)

**Position/Job Title** | Month Year

*Organization, City, ST*

- (Example) Designed departmental newsletter that had a circulation of 500 supervisors and managers.
- Format like above (action word, did/doing, learned/learning, results, accomplishments). 3-5 bullets are ideal, one or two lines at most.
- Reverse chronological order (most recent first).

**Position/Job Title** | Month Year

*Organization, City, ST*

- It's good to put relevant volunteer and leadership roles in your experience section.
- Also good: student teaching and relevant unpaid internships.
- You don't have to put everything, just the most relevant jobs.
- Most new graduates will have three to four positions in the Relevant Experience area.

## WHAT ELSE?

You may wish to have other sections, including but not limited to: Memberships/Professional Affiliations, Awards/Honors, and Other Work Experience. Volunteer Experience (if you didn't put it in the above section). Make sure that your employers see all information that's relevant to the position. References are a separate document from your resume.

See more resume examples in Appendix A.