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OBJECTIVE

In two sentences or less enter your goal and type of job you want. Be as specific and clear as possible. Remember to be concise. This should get the resume reader's attention.

EDUCATION

School Name,	City, State
Degree,	Date
Major	
GPA (If 3.0 or better, if not you may use your Major GPA)	

LICENSES AND CERTIFICATIONS

Specific skills are noted here. Remember, in this resume format, this section is the one to which most readers' attention will gravitate. Bulletpoint format may be used. Include dates (i.e- May 2006) Try to list as many specific abilities as you can in 4-6 bullet headings.

PROFESSIONAL/ WORK EXPERIENCE

Company Name,	City, State
Job Title, Dates of employment	(mm/yyyy to mm/yyyy).
Briefly describe your responsibilities in this section. Use short, concise language. Bullet-point format may be used here. Try to start each sentence or bullet heading with an action word or verb (i.e., Managed; Supervised; Created; Responsible for...). List relevant jobs. This applies mostly to younger people with little experience, or to experienced individuals seeking a career change. Do not go extensively into your experience as a waiter, cashier, or parking lot attendant (unrelated jobs held while you attended school).	

Company Name,	City, State
Job Title, Dates of employment	(mm/yyyy to mm/yyyy)
Same instructions as above. List work experience in reverse chronological order, starting with your present employer.	

RELEVANT SKILLS

Computer skills. Specify level of ability (i.e- Familiar with, proficient in, expert). Languages. Specify level of ability (i.e- Fluent in written and spoken German).

ACTIVITIES AND AWARDS

Title of Award, Awarding Agency (if relevant) describe award/honor. These may be relative to school, community, or previous employment. Include Dean's List semester and year.