

Easy Resume Outline

Contact Information

Name
Address (permanent and local)
Phone (home and cellular)
Email Address

Objective

Brief mention of the type of position you seek. This can be specified for each position you are applying for. If you do not include an objective on your resume, you must include it in your cover letter.

Education

List the schools from which you have graduated (or expect to) in reverse chronological order. Do not include high school information. Indicate degree, major, minor/concentration, and date of graduation. Grade point average should be included if it is 3.0 or higher. Academic honors, language proficiencies, etc. may be included.

Experience

List paid and volunteer experience in reverse chronological order. Include position title, name, city and state of company/organization, and dates. Emphasize duties, skills and accomplishments. Include military experience if applicable.

Activities

Indicate activities, interests, awards and memberships in and out of school. Do not list any high school activities.

References

There is no need to list names, addresses or phone numbers of references. You may indicate that references (credentials) will be furnished upon request. Have several professors/past employers ready to act as references – always having requested their permission beforehand.

April 08