

Sample Resume Template

Full Name

Contact Details

Mailing Address

Phone Numbers (cell and home)

Email address

Objective - the type of job you are looking for

eg. Office Manager

Profile Statement- list 3 to 5 skills and competencies that show what you offer to a prospective employer

eg. Over 5 years of office management experience including solid computer skills and proven organization and planning skills.

Together these tell the reader what you want to do and why you are qualified to do it

Summer Internship Program

Start with your most recent position and work backwards chronologically using this format

Job title

Company name

City/State

Dates of employment

Job tasks and responsibilities - begin each sentence with an action word and use bullet points eg.

- planned
- prepared
- operated
- analyzed
- managed
- handled
- answered

Education

- Raisoni Group of Institutes, Rashtrasant Tukadoji Maharaj Nagpur University
MBA in Marketing 2012 with Aggregate 60%
- Raisoni Group of Institutes, Rashtrasant Tukadoji Maharaj Nagpur University
BBA 2010 with Aggregate 60%
- HSC Details
- SSC Details
- Other Certifications

Professional Development

Include noteworthy continuing education (courses, training, seminars, workshops) you have undertaken relevant to your work

eg. 5 Day Financial Skills Workshop - June 2010

Technical Skills

List the skills (concrete job ability) you have that are related to the job you are looking for

eg. Computer skills, creditors, human resource management, fund raising, research skills

Core Competencies

Job-related characteristics and behaviors eg. Problem-solving ability, attention to detail, customer service orientation, planning, decision-making, tenacity

Activities

Include hobbies, sport, community activities, extracurricular participation that are relevant to your job aspirations

Professional Memberships

Mention relevant professional organizations you belong to

Honors /Awards/Accomplishments

List formal achievements that relate in some way to your job aspirations eg. National Honor Society
- Dates

References

List 2 references that a prospective employer can contact. Include the name, job title and contact details for each reference