

NAME

Address:

E-mail Address:

Tel. Number:

Mobile Number:

Personal Profile

- Use bullets to list your transferable personal skills that will be useful in all positions
- This section should include 6-8 points that are relevant to the position you are applying for

Skills/Qualifications

- This section is intended to give a description of all your technical qualifications related to the position
- Then support each skill with a results-oriented statement
- Highlight results using numbers, percentages, and specific examples
- Use verbs that demonstrate change

Education

- Emphasize education, training, certification, license, and professional development
- Indicate the dates of completion

Academic Accomplishments

- Use this section to describe term projects that contributed to your education or helped to develop a specific skill or qualification that is directly related to the position
- This section can include anywhere from 2-4 different projects
- For each project give a short description of the task you completed indicating key skills that it required along with the results achieved

Employment Experience

- This section will outline your employment experience
- Include 3 or 4 most recent positions or choose the most related positions from your employment history
- Indicate specific skills, and accomplishments achieved for each position
- Quantify each of these in order to show specific results, relating them to the position
- Include the starting and ending dates to show the duration of each position

References Available Upon Request

- Unless otherwise indicated in the job posting you should not include your references directly on the resume
- List your references on a separate page
- Take this page with you to the interview
- The reference should include name, title, company, address, phone and extension and email
- Your best references are current employers, past employers, teachers, professional acquaintances, coaches, customers, but NEVER close friends or relatives
- Be sure to always get permission from references before you use their names