

Name
Address
Phone Number
Professional Email

Education Stockton University Galloway, NJ
Bachelor of _____ in _____ Graduation Month, Year
 Concentration in _____, Minor in _____, GPA 3.XX (optional)
 (If you studied abroad or received another degree, those schools may be listed here as well)

Significant Coursework (This section can be included to supplement a lack of related experience)
 Class Title Class Title Class Title
 Class Title Class Title Class Title

Related Experience Place of Employment (Or club name, military branch, title of research, etc.) Town, State
Position Title (Ex: - Cashier, Intern, Researcher, President, etc.) Month, Year – Month, Year

- The Related Experience section makes up the bulk of a resume and should include any paid or unpaid experiences that are related to the career field of interest. Refer to the back of this page for optional experiences one may include in this section.
- Multiple Experience sections may be added depending on space. For example: Related Experience and Leadership Experience, Marketing Experience and Volunteer Experience, etc.
- Each position should be in the order of most recent first. Each position should include about 2-5 descriptions/bullet points that describe the responsibilities/duties and what was learned from this experience.
- Begin every description/bullet point with a past or present action word.
- If you do not have any related experiences to include, refer to the Work History section below.

Name of Class Town, State
Class Project Title (or) Service Learning Project Month, Year

- A related class project or service learning project can also be included in a Related Experience section to supplement a lack of related experience.
- List 2-3 descriptions explaining the project, any time commitments, presentations, etc.

Work History **Job Title**, Place of Employment, Town, State Month, Year – Month, Year

- List any paid jobs, in the order of most recent first, that you did not already mention in the above experience sections. Remember, you do not need to include every single job you have ever had.
- If you included a lengthy Related Experience section, descriptions are not necessary. If you did not, descriptions should be included. Follow the description guidelines listed in the Related Experience section.

Activities

- Refer to the back of this page for other optional section titles and activities to include in this section. Descriptions are not necessary. Include the month and year you started and ended each activity. A separate Intercollegiate Athletics section can be included with 2-3 descriptions if you wish to describe your athletic involvement.

Skills

- List any language skills, computer programs, laboratory skills, etc

Optional Section Titles

The following section titles are completely optional based on your own experiences. Create sections that best fit your experience and career interests! Remember... a resume should be about one page, so try not to include too many sections.

❖ **Related/Relevant Experience**

May also be called or include...

- “Industry” Experience
 - I.e. Teaching Experience, Marketing Experience, Healthcare Experience, Counseling Experience, etc.
 - Target towards your career interest.
- Internship Experience
- Clinical Experience
- Volunteer Experience
- Leadership Experience
- Undergraduate Research/Research Experience
- Significant/Related Coursework
- Class Project

❖ **Work History**

May also be called or include...

- Previous Employment
- Work Experience
- Other Experience (if you included a Related Experience section)

❖ **Activities**

May also be called or include...

- On-Campus Involvement
- Intercollegiate Athletics
- Professional Associations/Organizations

❖ **Skills**

May also be called or include...

- Summary of Qualifications
- Professional Profile

❖ **Awards**

May also be called or include...

- Honors
- Accomplishments

❖ **Licenses & Certifications**

❖ **Publications**

And so on...