FOR FORMATTING PURPOSES ONLY - FORMAT 3

Name

	1 10	
Current Address		Phone Number Professional Email
EDUCATION (If you studied abroad or re	eceived another degree, those schools m	nay be listed here as well)
Stockton University	5 ,	Galloway, NJ
Bachelor ofinwith a co	ncentration in	Graduation Month, Year
Minor:, GPA: 3.XX (optional)		
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 dub name, m	· · · · · · · · · · · · · · · · · · ·	Town, State
· · · · · · · · · · · · · · · · · · ·	n, Researcher, President, etc.)	Month, Year Month, Year
•	makes up the bulk of a resume and sho	·
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		
	describe the responsibilities/ duties and \	what was learned from this
experience.		
	point with a past or present action word.	
if you do not have any related 6	experiences to include, refer to the Work	(History section below.
Name of Class		Town, State
		Month, Year
A related class project or service section to supplement a lack of	e learning project can also be included in related experience.	n the Related Experience
• •	the project, any time commitments, pre-	sentations, etc.
WORK HISTORY		
, Place of Employment, Town, S	∄ate	Month, Year Month, Year
List any paid jobs, in the order of	of most recent first, that you did not alre	ady 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		

ACTIVITIES

section.

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

Optional Section Titles

The following section titles are completely optional based on your own experiences.

about one page, so try not to include too many sections.

Related/Relevant Experience