Name

Address Phone Number Professional Email

Education	Stockton University Bachelor of in		Galloway, NJ 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	(This section can be included to supplement a lack of related experience)			
Coursework	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 A related class project	or service learning project can also l	Month, Year 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	above experience secti- have ever had.	he order of most recent first, that you ons. Remember, you do not need to	own, State Month, Year – Month, Year rder of most recent first, that you did not already mention in the Remember, you do not need to include every single job you Related Experience section, descriptions are not necessary. If	
Activities				

Skills

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

o "Industry" Experience

I.e. Teaching Experience, Marketing Experience, Healthcare Experience, Counseling Experience, etc.

Target towards your career interest.

- o Internship Experience
- o Clinical Experience
- o Volunteer Experience
- o Leadership Experience
- o Undergraduate Research/Research Experience
- o Significant/Related Coursework
- o Class Project

Work History

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

Activities

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

Skills

- o Summary of Qualifications
- o Professional Profile

Awards

- o Honors
- o Accomplishments

Licenses & Certifications Publications