

Name

Address • Phone Number • Professional Email

EDUCATION

(If you studied abroad or previously received another degree, those schools may be listed here as well)

Stockton University

Galloway, NJ

Bachelor of _____ in _____ with a concentration 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 club name, military branch, title of research, etc.)

Town, State

Position Title (Example - 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 you can 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 the 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 job you 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 want 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...