

Student Name

City, State | Phone Number | Email Address

Summary of Qualifications

Write 2-4 sentences here about how your transferable skills and experience would make you a good fit for the job you're applying to. Do not use first person language – no "I/me/my." Some options to consider including here are customer service skills, communication skills, or leadership skills. Use keywords and phrases from the job posting.

Skills (This section is optional)

- Keyword from job posting
- Relevant computer skills
- Skills mentioned in job posting
- Skills specific to the job you're applying for
- Another Key word from job posting
- Soft Skills (communication, teamwork, etc.)

Education

Name of Degree or Certificate

School Name, City, State

High School Diploma – This can be removed once you have entered college, obtained a degree or certificate

Columbus Downtown High School, Columbus, OH

Relevant Experience

(Major Skill) -Pick a skill that you have learned about in school & write complete sentences underneath

- An accomplishment you are proud of that shows that you have this skill
- A problem you solved using this skill and results

(Major Skill) –Pick another skill and highlight it here

- Project that supports your understanding of this skill
- Accomplishment demonstrating use of this skill

Work Experience

Employer, City, State

Job Title

7/2014-Present

- List 3-6 job duties in a bullet point list
- These duties should focus on transferable skills and experience relevant to the new job
- Think about what would make you a good fit for the job you're applying for

Employer, City, State

Job Title

4/2010-6/2014

- List 3-6 job duties in a bullet point list
- These duties should focus on transferable skills and experience relevant to the new job
- Think about what would make you a good fit for the job you're applying for

Volunteer Experience – Consider adding if you have volunteer experience to include

Honors and Awards – Consider adding if you have honors or awards to highlight

Columbus State Community College Career Services Nestor Hall, Room 108 (614) 287-2782 careerservices@csc.edu

Resume Sections Defined

Header - A designated place to record **your name and contact information at the top of the resume.**

Your **name should appear in bold and be written in text that is slightly larger** than the rest of the text in order to stand out to the employer. Some formats will offset the name with a line or bar underneath.

Be sure to also include:

- 1) (Optional) - your city and state
- 2) Your phone number
- 3) A professional-looking email address
- 4) (Optional) - a direct link to your LinkedIn profile

Summary of Qualifications – **3-5 sentences that define who you are as a job candidate and what skills, education and experience you can offer the employer.** Here you can highlight workplace accomplishments and skills in this section that are relevant to the job posting. You will tweak this section the most depending on what the employer is looking for in their ideal candidate. If you are fluent in other languages list them here!

Skills – Under this heading you will list you're skills with bullet points either **directly under the summary of qualifications or underneath an appropriately titled section that captures the type of skills being showcased.**

A featured skills section might include: industry specific skills, technology skills, language skills, communications skills, and other transferable skills desired by employers.

Education – **First, list the name of the college, location and state.** Underneath the college, list the **type of diploma you will receive along with the anticipated graduation date.** In addition, **vocational certificates, cumulative GPA** (if over 3.5) and **special honors** related to academics can also be listed in this section. Most students list this section right after the summary or near the top of the resume.

Relevant Experience – This heading is used to identify two major skills essential to the industry while documenting in complete sentences your experience with these skills in the classroom setting.

Work Experience – Here you can list your current and previous work experience in your established industry or career. **Positions listed should include the title of the company, the dates of employment, the title of the position held and complete sentences that show the contributions you made as an employee.** Positions should also be **listed in reverse chronological order**, with the most recent position featured first.

Additional Sections of Your Choosing - You can add additional sections to your resume to capture any other experiences you've had that makes you, you! **Possible titles for additional sections might include:** Leadership, Community Involvement, Extracurricular Activities, Awards and Recognition, etc.