

# Student Name

City, State | Phone Number | Email Address

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## 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
- Soft skills (communication, teamwork, etc.)
- Another keyword from job posting
- Skills mentioned in job posting
- Skills specific to the job you're applying for

## 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
- A time when you used your skill to positively affect the organization

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

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

## Work History - Experience that is NOT related to your new industry will be listed here

Employer, City, State

Job Title

7/2014-Present

Employer, City, State

Job Title

4/2010-6/2014

**Volunteer Experience** – optional section to consider adding if you have volunteer experience to include

**Honors and Awards** – optional section to consider adding if you have honors or awards to highlight

# 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** - Are listed or written 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 & Work History** - This section is uses headings such as **“Relevant Experience”** and **“Work History”** to capture the different types of experiences the candidate has accomplished. In a **Functional Resume**, the **“Relevant Experience”** 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 History”** is used to document the students work history that is **NOT** related to the new industry. This way the focus in on the new set of skills and the current position you are applying for.

**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.