

BASIC RESUME TEMPLATE

Name (Bold, size 14 or 16 font)

Street Address

City, ST, ZIP

Phone Number (s) – if using more than one, indicate home (H), cell (C)

Email address (appropriate and professional)

OBJECTIVE or PROFESSIONAL SUMMARY

State a specific job title you are seeking and list the skills that you bring to that position

EDUCATION (if college degree has been obtained, do not list high school information)

Degree; Major; Date of Graduation or Expected Graduation (Month Year)

College; City, ST

APPLICABLE COURSEWORK (optional)

List courses that illustrate that you have the knowledge; whether or not you have had the opportunity to utilize it yet or not

WORK EXPERIENCE

Job Title

Dates of employment (Month Year – Month Year)

Employer, City, ST

- Active verb format (past tense if experience is completed)
- List experiences present to past
- Include volunteer work, internships, co-ops, part-time jobs and leadership positions if they are relative to objective
- Use numbers—For example, how many people did you supervise? How much money did you manage?

Special/Senior Projects

- List skills gained while working on a class project

KEY SKILLS

Foreign Languages: List oral and written competency levels. Computer: Include hardware and software proficiencies. Certifications and Licenses: List Dates

ACTIVITIES/HONORS

List sports, clubs, student government and honoraries. Include any offices held. Include volunteer activities, honors and awards.

REFERENCES

Available upon request

*****NOTES**

Name should be typed in size **14 or 16 Bold Font**

Entire Document should be typed in (Font Style = Times New Roman, size 12- no smaller than size 11)

Margins = 1 inch all around

Resume paper is available in the Career Center

BASIC RESUME TEMPLATE

Lawrence Oates
102 Maple Street
Louisville, KY 40201
H (503) 444-3339 C (503) 469-9852
loates@gstate.com

OBJECTIVE

To obtain a full-time technical position as an electrical technician

EDUCATION

Associate in Applied Technology; Electrical Technology; June 2012
University of Louisville, Louisville, KY

WORK EXPERIENCE

Server August 2011 - June 2012

Cicero's, Louisville, KY

- Prioritized prompt, quality service resulting in positive feedback from guests
- Maintained poise and paid attention to detail in stressful situations
- Demonstrated teamwork by being reliable and flexible

Technical Assistant June 2010 - August 2011

Nichols Technical, Inc., Memphis, TN

- Handled warehouse inspections, trend analysis, and programming
- Involved with statistics and parts engineering groups

ACTIVITIES/HONORS

EE Club

President, Delta Upsilon Fraternity

President, Student Government Association

President's List: spring 2010, fall 2011, and spring 2012

KEY SKILLS

- Experience with DPL and Pascal
- Use of Unix and Executive Operating Systems
- Knowledge of SPICE

REFERENCES

Available upon request