

BASIC RESUME TEMPLATE  
(Recent Graduate Resume)

**Name (Bold, size 14 or 16 font)**

Street Address (optional) | 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 (Optional)**

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. If coursework has been completed at an institution, list the number of hours completed toward the degree)

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

**College**; City, ST

**APPLICABLE COURSEWORK (optional; can also be listed under the education section)**

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

## 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 Science*; Electrical Technology; June 2014

**University of Louisville**, Louisville, KY

*Courses:* Wiring Fundamentals, OSHA Safety Standards, PLC Applications, Residential Wiring, Motor Controls I & II

### WORK EXPERIENCE

#### Server

August 2011 - June 2016

*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 Honor Society

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