

## Template - College Resume

### **Contact Information**

The first section of your resume should include information on how the employer can contact you.

First Last Name  
Street Address (*Home or School*)  
City, State, Zip  
Phone (*Landline or Cell*)  
Email Address

### **Education**

In the education section of your resume, list the college you attend or graduated from, the degrees you attained, and awards and honors you have earned.

College, Degree  
Awards, Honors

### **Experience**

This section of your resume includes your work history. List the companies you worked for, dates of employment, the positions you held and a bulleted list of responsibilities and achievements. If you have completed internships, it's fine to include them in the experience section of your resume. You can also list summer jobs.

Company #1  
City, State  
Dates Worked

Job Title  
Responsibilities / Achievements  
Responsibilities / Achievements

Company #2  
City, State  
Dates Worked

Job Title  
Responsibilities / Achievements  
Responsibilities / Achievements

### **Activities**

Include athletics, clubs, organizations, and other college activities.

### **Skills**

Include skills related to the position / career field that you are applying for i.e. computer skills, language skills.