

# Build your resume, following this sample format

## NAME

Street Address  
City, State Zip Code  
Phone  
email

## Education

- College/University, city, state  
Degree you are pursuing, major, Expected completion month year,  
Cum GPA( if better or equal to 3.0)

## Skills

hardware, software, operating systems, programming languages  
technical/major related skills  
supporting skills/ transferable skills

## Certifications – List special certifications you have

Name of Certification, issuing organization and the month, year received

## Relevant Experience – work experiences that are related to your major or career goal (include full-time, part-time, intern/c-op and volunteer experiences)

**Job title**, dates of employment

Employer, city, state

- Skill used or accomplishment (use verb phrases)
- Skill used or accomplishment (use verb phrases)

## Other Work Experience – non-major related jobs, summer jobs, etc.

**Job title**, dates of employment

Employer, city, state

- Skill used or accomplishment (use verb phrases)
- Skill used or accomplishment (use verb phrases)

## Activities or Affiliations –

- include campus or professional organizations, especially any that are major related
- Office held, Club name, dates of membership

## Honors/ Awards – Scholarships, Dean's list, Honor societies etc

## Hobbies/Interests

**References available on request**