

RESUME TEMPLATE

NAME

School Address:

St. John's University
Hall and Room #
Jamaica, New York 11439
Phone Number
SJU E-mail Address

Home Address:

Street Address
City, State and Zip Code
Phone Number
E-mail Address

OBJECTIVE

State what type of position you are seeking without being too specific regarding a job title.

EDUCATION

St. John's University, Jamaica, New York
Degree, Date of Graduation (or expected graduation)
Minor:
Cumulative Index: ___/4.0

ACTIVITIES

List all clubs, organizations, etc. that you are (or have been) a part of. Include titles if you hold (held) office.

RELATED EXPERIENCE

Dates of
Employment

NAME OF COMPANY **City, State**
Job Title

- Choose jobs that relate in some way toward your career goal
- Begin each statement with an **Action Verb** + **Who/What** does that action pertain to + **How** you did it/**Why** you did it OR a further explanation of **What** you did
- Use present tense to discuss what you are doing now and past tense to discuss what you have completed
- Describe your accomplishments, not just your job duties

Dates of
Employment

NAME OF COMPANY **City, State**
Job Title

- Include a related job that you held previous to the one above

Dates of
Employment

NAME OF COMPANY **City, State**
Job Title

- Include a related job that you held previous to the one above

OTHER EMPLOYMENT

Dates of
Employment

NAME OF COMPANY **City, State**
Job Title

- Include jobs that are unrelated to your career goal

SKILLS

Computer: Specify the software that you know
Languages: Fluent in; Conversational in