

Suggested Resume Structure for the New Graduate

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Objective

Describe the type of position you want, as well as mention any skills you possess that would be of value to the desired position. This is useful when submitting a resume must be done without a cover letter.

Education

NAME OF INSTITUTION, City, State

Type of Degree (e.g. Associate in Science), Name of Program (e.g. Accounting) graduation date (future is fine)

List Cumulative or Program GPA if above a 3.0

Repeat the same information for each postsecondary school attended in chronological order

Relevant Coursework (optional section)

List 5 or 6 courses that highlight your program and are relevant to the type of work in which you are applying.

Honors and/or Achievements

List any official awards you have received, be they school, work, or community. Examples of this include scholarships, The Dean's List, Honor Societies, awards/prizes, Employee of the Month, etc.

Achievements may include information that shows you have excelled but it may not have been in a formal way such as the case with an honor or award. Example: "Raised 100% of college expenses to study abroad."

Experience

This section includes employment, volunteer work, an extensive school project and/or internships. List the most recent first.

NAME OF COMPANY, City, State (or City, Country)

POSITION TITLE: Dates Worked (9/2009 – 8/2010 **OR** 9/2009 – Present if you are still there)

- List each duty using separate bullets. Start each one with an action word (e.g. "Processed customer orders and ensured goods were delivered on time and in excellent condition.")
- Do not merely recite your job description. Show the impact of your actions, and why you are an ideal candidate.

Computer Experience

List computer software, hardware, programming languages, networking tools and others with which you are comfortable using. This section can also be called Technical Skills if being combined with other types of equipment.

Additional Skills

These are for non-computer related abilities. Examples include but are not limited to, foreign language proficiency, special equipment knowledge, and "soft" skills such as problem solving, sales, marketing, and interpersonal.

Licenses/Certifications

For those jobs that require special training for entry. This is most often seen in education, computer science and healthcare. List type of License/Certification, its assigned number, and expiration date.

Activities or Interests

List formal activities you partake in either on campus or in the community (e.g. Chess Club, Habitat for Humanity). Interests are not formal such as cooking, tennis, etc.

References Available Upon Request *OR* References Available at <http://www.listyoururl.com> *OR* References and Portfolio Available at <http://www.listyoururl.com> or your linked In account.