**Resume Templates**

The following templates will provide you with some basic frameworks in which to structure your own resume. There is no “right” way to create a resume as long as you are showcasing your individual background in a way that will be relevant to the reader. As you look at the templates, please keep in mind that samples are meant to help you get started, and are not the only way to structure your resume.

**Organizing Your Resume**

Categories can help organize your resume into sections which make it easy for the reader to find relevant information. Using different categories can help present the most relevant information first. For example, you can use a “Relevant Experience” section rather than “Work Experience” if you want to highlight various experiences that come from a combination of work, extracurricular activities, and volunteer experience. Use the Resume Checklist for further guidelines for organizing your resume.

**Common Resume Sections**

|  |  |
| --- | --- |
| **Contact Information** | Name, Local Address, Phone, Email |
| **Education** | Most recent degree first- include only higher education |
| **Experience Sections**  (may have more than one) | Experience, Relevant Experience, Work Experience, Employment History, Professional Experience, Internship Experience, Additional Experience, Volunteer, Community Involvement, Leadership, Activities, Campus Involvement |
| **Skills Sections** (optional- may have more than one) | Skills, Technical Skills, Language Skills, Computer Skills, Certifications, Training |
| **Academic/Science Sections** (optional- may have more than one) | Research, Coursework, Lab Techniques, Presentations, Publications, Professional Development |

**Resume Checklist**

* Did I remove all of the Sample Resume’s bullet points, dates, categories, and formatting that were not consistent with my own resume style and background?
* Did I select categories that present my background to meet the reader’s needs?
* Is my resume consistently formatted? Experiences and dates are consistently aligned; use of font, size, style (caps, bold, italics, underlining), and other formatting are consistent throughout.
* Is my font between 10.5-12pt, and easy to read? Typical fonts may include Times New Roman, Arial, Tahoma, Garamond.
* Are my margins between .5” and 1” to leave enough white space and frame the page?
* Is my resume on one page? If not, is all of the information included 100% relevant to the reader?
* Does my information appear in reverse chronological order within each section (most recent first)?
* Do I have bullet points for my relevant experiences?
* Is my contact information up-to-date and professional?
* Is all of the information on my resume accurate and current (ex. GPA, end dates for positions)?
* Does my objective or summary add value to the rest of the resume? (if you included one)

Name

Street Address ▪ City, ST Zip

555.555.5555 ▪ email@sjfc.edu

OBJECTIVE

Objectives help to define what type of role you are seeking but may not be necessary if it seems obvious based on your application and experience.

EDUCATION

St. John Fisher College**,** Rochester, NY

**Bachelor of Science, Major** Anticipated Grad Date

Minor:Current GPA: (optional)

Additional relevant academic information: Honors, Awards, Concentrations

COURSEWORK

Name of Course Name of Course with Lab

Name of Course with Lab Name of Course with Lab

Name of Course Name of Course

LAB TECHNIQUES

List various lab techniques you have learned through coursework or research. Consider whether this section is relevant to your career or academic goals.

RESEARCH

Organization/Institution Name,City, ST Start Date-End Date

**Title**

* Bullet Points- Provide information on what you did, how you did it, and what the result was. Start each bullet point with an action verb.
* If using the resume to apply for a **research position or graduate school**, feel free to use relevant jargon/details to show your research capabilities.
* If using for an **employment opportunity that is not science related**, you want to limit the science jargon and make it relatable to your audience.

EXPERIENCE

Organization Name,City, ST Start Date-End Date

**Title**

* Bullet Points- Provide information on what you did, how you did it, and what the result was. Start each bullet point with an action verb.
* Each bullet point should represent a new aspect of your position, or accomplishment.
* Additional accomplishment statements– identify related or transferable skills and results.

Organization Name,City, ST Start Date-End Date

**Title**

* For experiences that are not directly related to your target, consider transferable skills and try to highlight those through your bullet points.

**NAME**

Street Address • City, State Zip

Tel • email

EDUCATION St. John Fisher College, Rochester, NY

**Degree type, in (major)** Anticipated Grad Date

**Minor (concentration)**

GPA (if above 3.0)

Additional relevant academic information

RESEARCH Course/Organization, City, State Date to date

**Title**

* Bullet Points- Provide information on what you did, how you did it, and the result. Start each bullet point with an action verb.
* If using the resume to apply for a **research position or graduate school**, feel free to use relevant jargon/details to show your research capabilities.
* If using for an **employment opportunity that is not science related**, you want to limit the science jargon and make it relatable to your audience.

EMPLOYMENT ABC Inc, City, State Date to date

**Position Title**

* Bullet Points- Provide information on what you did, how you did it, and the result. Start each bullet point with an action verb.
* Each bullet point should represent a new aspect of your position, or accomplishment.
* Additional accomplishment statements –identify related or transferable skills and results.

Another Inc, City, State Date to date

**Position Title**

* For experiences that are not directly related to your target, consider transferable skills and try to highlight those through your bullet points.

VOLUNTEER ABC Inc, City, State Date to date

**Position Title**

* Highlight transferable skills through your volunteer or campus involvement, especially leadership experiences.

ACTIVITIES Athletics, Student Organizations, Leadership Date to date

* Keep the formatting consistent with your experience sections.
* Bullet Points if highlighting relevant skills/accomplishments

COMPUTER List relevant skills

**Name**

Address ▫ Phone ▫ Email

**EDUCATION**

**St. John Fisher College,** Rochester, NY Graduation Date (Ex. May 2013)

Degree type (Ex. Bachelor of Arts) in (major)

Minor: (concentration)

GPA (if above 3.0)

Scholarships, awards, other relevant academic information

**RELATED EXPERIENCE**

**Company Name**, Company City, ST Start Date-End Date (Ex. Spring 2012-Present)

*Job Title*

* Bullet Points- Provide information on what you did, how you did it, and what the result was. Start each bullet point with an action verb.
* **For shadowing experiences,** you can still highlight your learning outcomes, even if it was an observational experience.
* Each bullet point should represent a new aspect of your position, or accomplishment.
* Additional accomplishment statements –identify related or transferable skills and results.

**Company Name**, Company City, ST Start Date-End Date

*Job Title*

* Bullet Point
* Bullet Point
* Bullet Point

**ADDITIONAL EMPLOYMENT/EXPERIENCE**

**Company Name**, Company City, ST Start Date-End Date

*Job Title*

* For experiences that are not directly related to your target, consider transferable skills and try to highlight those through your bullet points.
* Each bullet point should represent a new aspect of your position, or accomplishment.

**VOLUNTEER EXPERIENCE/ACTIVITIES**

**Organization Name,** *Title* Start Date-End Date

* Highlight transferable skills through your volunteer or campus involvement, especially leadership experiences.

**Organization Name,** *Title* Start Date-End Date

**Organization Name,** *Title* Start Date-End Date

**SKILLS/CERTIFICATIONS**

Describe various skills you may have, including technical (computer) or language skills, and certifications that might be relevant