Exercise 4: Resume Templates

Directions: Use a chronological or functional template to design your resume. You may edit categories or the design to personalize your resume.

CHRONOLOGICAL

<div align="center">

FIRST NAME MIDDLE INITIAL LAST NAME

Street Address • City, State Zip • (Area Code) Phone Number • Email Address

</div>

<div align="center">

OBJECTIVE

Position/Career goal

EDUCATION

</div>

School Name   City, State Abbreviation
 Graduation Date, GPA

<div align="center">

EXPERIENCE

</div>

Year-Year **ORGANIZATION NAME**   City, State Abbreviation
           Position/Title

- Job responsibility or accomplishment
- Job responsibility or accomplishment
- Job responsibility or accomplishment

Year-Year **ORGANIZATION NAME**   City, State Abbreviation
           Position/Title

- Job responsibility or accomplishment
- Job responsibility or accomplishment
- Job responsibility or accomplishment

Year-Year **ORGANIZATION NAME**   City, State Abbreviation
           Position/Title

- Job responsibility or accomplishment
- Job responsibility or accomplishment
- Job responsibility or accomplishment

<div align="center">

SKILLS

</div>

• Skill	• Skill	• Skill
• Skill	• Skill	• Skill
• Skill	• Skill	• Skill

<div align="center">

ACTIVITIES/SERVICE

</div>

• Activity	• Activity	• Activity
• Service	• Service	• Service

FUNCTIONAL

[Your Name]

[**Street Address**]
[**Address 2**]
[**City, ST ZIP Code**]
[**phone**]
[**e-mail**]

Objective

[**Describe your career goal or ideal job.**]

Professional Profile

[Field or Area of Accomplishment]

- [**Achievement**]
- [**Achievement**]
- [**Achievement**]

[Field or Area of Accomplishment]

- [**Achievement**]
- [**Achievement**]
- [**Achievement**]

[Field or Area of Accomplishment]

- [**Achievement**]
- [**Achievement**]
- [**Achievement**]

[Field or Area of Accomplishment]

- [**Achievement**]
- [**Achievement**]
- [**Achievement**]

[Field or Area of Accomplishment]

- [**Achievement**]
- [**Achievement**]
- [**Achievement**]

Work History

[**Dates of employment**], [**Job Title**], [**Company Name**], [**City, ST**]
[**Dates of employment**], [**Job Title**], [**Company Name**], [**City, ST**]
[**Dates of employment**], [**Job Title**], [**Company Name**], [**City, ST**]

Extra Curricular Activities/Community Involvement

- [Organization], [Dates], [description of your activities]
- [Organization], [Dates], [description of your activities]

Education

[**Dates of attendance**] [**School Name**], [**City, ST**]

- [**Degree obtained**]
- [**Special award/accomplishment or degree minor**]

References

References are available on request.