

Your name should be a larger font than the rest of your resume

1 inch margins all the way around

# Your Name

Email Address | Telephone Number  
Street Address City, ST, Zip Code

## **OBJECTIVE**

Statement that tells the reader what position you are seeking and what skills you possess that can help you be successful. *This section is optional.*

Avoid using personal pronouns

## **EDUCATION**

**West Chester University of Pennsylvania**, West Chester, PA  
Bachelor of Arts in Sociology, Graduation: May 2018

OR

**West Chester University of Pennsylvania**, West Chester, PA  
Currently Enrolled as Pre-major, Graduation: May 2018

Choose an option depending on if you have declared a major or if you are still deciding (refer to Pre-major)

**Name of Your High School**, City, ST

High School Diploma, Graduation: June 2014

- List any high school awards and/or honors, each on a separate line

## **WORK EXPERIENCE**

**Organization Name**, City, ST

Position title, Month/Year – Month/Year

- List all experiences in reverse chronological order (most recent first and then back to high school)
- Use bullets to answer: what you did, how you did it and why you did it
- Use action verbs to describe your responsibilities (present tense for current positions and past tense for previous experience)
- One to three bullets of description for each experience
- May have more than one job in this section

## **ACTIVITIES**

Begin this section with any WCU clubs/organizations/community service; this section should also be in reverse chronological order (most recent to least recent), include dates

- List any high school clubs and organizations, include dates of involvement
- List any positions and/or significant responsibilities if applicable

## **SKILLS**

Usually includes technical skills, such as computer and/or language

## **INTERESTS**

It is a good idea to include interests on your resume; when you have more experience and involvement as you move through your collegiate years or work experiences, this section may be removed

Limit your resume to one page

*Adapted from the University of Connecticut*