

Sample résumé

CE+HD

COLLEGE OF EDUCATION
+ HUMAN DEVELOPMENT

UNIVERSITY OF MINNESOTA

Name

Street • City, State Zip • Phone • E-Mail

Objective, profile or summary statement

Start your resume with a strong Objective, Profile, or Summary statement as a good way to summarize the qualifications you have for the job and quickly get the attention of employers.

Education

Name of School, City, State

Expected date of graduation

Degree, Major

GPA **only if 3.0 or above**

List any coursework or workshops that are related to the targeted position. Also include study abroad experiences.

Experience

Position title

20XX-20XX

Organization name, City, State

- These positions can include: **paid experience (full or part-time), volunteer responsibilities, leadership roles in students groups or extracurricular activities**—any situation in which you gained relevant experience
- List 2+ bulleted statements outlining your responsibilities and accomplishments
- Start each bullet with an action verb

Position title

20XX-20XX

Company name, City, State

- Use this section to demonstrate that your experience matches the demands of the position
- List positions starting with the most recent first

Position title

20XX-20XX

Organization name, City, State

- Write statements that are achievement oriented—think in terms of situation-action-result
- What did you do and what was the outcome?

Other Headings

Depending on your experience, you may wish to include additional headings such as:

Cultural Competency

Activities

Honors/Awards

Community Service

Computer Skills

Language fluency

International Experience

Professional Involvement

Coaching Experience

If you use these types of headings, include at least two entries for each heading.

Exploratory, Transition, and Career Services (ETC Services)

Appleby Hall 127 | 612-624-4346 | www.cehd.umn.edu/ETCS/

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