



# Resume Starter Guide

## YOUR NAME

**Your Address** (*spelling out Drive, Street, Avenue*)

**City, State, Zip Code**

**Cell Phone Number and Professional Email Address**

### **PROFESSIONAL SUMMARY or QUALIFICATIONS** (*Choose one*)

Can be 1-2 sentences or a few bullet points that describe **what you can offer** the employer. You may summarize your achievements, skills, and experience.

### **EDUCATION** (*Most recent school first and no need for high school degree unless relevant to position*)

**Owens Community College, Perrysburg, OH**

Pursuing Type of Associates (*Associate of Arts, Associate of Applied Business, etc.*) in Full Name of Major

(*See Owens website for degree and major titles*)

Month Year (*of Graduation or if not yet graduated: "Expected" or "Anticipated" before Month Year*)

GPA (*if 3.0 or above*), Honors

Relevant coursework (*Optional: Insert bullet points of courses that are related to the position*)

### **WORK EXPERIENCE** (*consider maximum of 3-5 positions*)

**Title of Job** (*Most recent job first*)

Month Year – Month Year (*write **Present** if current job*)

Company, City, State

A brief description of your job and accomplishments. May use bullet points here.

(*Use **present tense** verbs for current positions*)

**Title of Job** (*Most recent job first*)

Month Year – Month Year (*write **Present** if current job*)

Company, City, State

A brief description of your job and accomplishments. May use bullet points here.

(*Use **past tense** verbs for past positions*)

### **Other Sections to Consider** (*Optional*)

#### A. RELEVANT SKILLS or TECHNICAL SKILLS

- Target these skills to each job
- Don't repeat what is in the Professional Summary/Qualifications section above

#### B. CERTIFICATIONS/CLINICALS/INTERNSHIPS/FIELD EXPERIENCES

#### C. HONORS AND AWARDS

#### D. VOLUNTEER EXPERIENCE

### **Reminders**

- Most sections of your resume should be tailored to the specific job you're pursuing.
- Leave off any mention of References. It is assumed that references can be requested.