

# Starting a resume

## Personal Information

- Name: \_\_\_\_\_
- Appropriate Email: \_\_\_\_\_
- Address: \_\_\_\_\_
- Phone number: \_\_\_\_\_

## College Education

- Current school/school you graduated from
  - School Name: \_\_\_\_\_
  - City/State: \_\_\_\_\_
  - Graduation date: \_\_\_\_\_
  - Area of study: \_\_\_\_\_
  - GPA: \_\_\_\_\_
- Did you attend any other colleges? Follow same steps as above!

## Work Experience

- Current/most recent job/Internship
  - Company Name: \_\_\_\_\_
  - Position/Title: \_\_\_\_\_
  - City/State: \_\_\_\_\_
  - Dates employed: \_\_\_\_\_

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- **Job duties (Be Specific!):**

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- **Previous Job/Internship**

- **Company Name:**\_\_\_\_\_
- **Position/Title:**\_\_\_\_\_
- **City/State:**\_\_\_\_\_
- **Dates employed:**\_\_\_\_\_
- **Job duties (Be Specific!):**

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- **Previous Job/Internship**

- **Company Name:**\_\_\_\_\_
- **Position/Title:**\_\_\_\_\_
- **City/State:**\_\_\_\_\_
- **Dates employed:**\_\_\_\_\_
- **Job duties (Be Specific!):**

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**\*\*\*If you have more job experience, put on a separate sheet of paper!\*\*\***

**Awards, Activities, Volunteering, Member of organization, Clubs, Certifications, Scholarships, etc.**

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**Special Skills**

**These will be phrases such as:**

**Ex). Great organization skills, Attention to detail.**

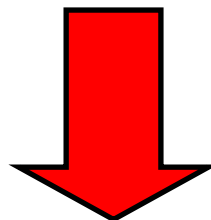
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**\*\*\*\*Other resources can be found on the Dickinson State website under career development or stop in and see Ashley in May Hall 212!\*\*\*\***