

Sample Professional Resume Format

Name (in Initial Caps, Bold, 14 pt.)

Home Address (City, State only – for security reasons)

Home e-mail

Cell phone

LinkedIn Profile path

EXPERIENCE

SUMMARY (or Position Sought):

Not required, and not always desirable. But if used, include a short sentence or two that summarizes your entire work experience; or that highlights your main interests or the type of job you are seeking (change the side heading to reflect which of these were used).

WORK HISTORY:

First Company

Month/Yr. – Month/Yr.

Current Position

City, State

M/Yr. – M/Yr.

Position title – describe main duties (or let this be the first bullet).

- Project or main activities to briefly describe, that will highlight an aspect of your experience.
- Utilize key action words like Cross-Functional team, Project Management approach, Business Forecasting, Process Improvement, etc.
- Have several interesting things to talk about in the interview (maybe bring a written report or summary of some of these)
- About 4-6 bullets in total.

Previous Position (with same company)

City, State

M/Y – M/Y

Position title – describe main duties (or let this be the first bullet).

- Project or main activities to briefly describe, that highlight an aspect of your experience.
- Utilize key action words like Cross-Functional team, Project Management approach, Business Forecasting, Process Improvement, etc.
- Have several interesting things to talk about in the interview (maybe bring a written report or summary of some of these)
- About 4-6 bullets in total.

Other Company name

Location

dates

Position title – describe main duties (or let this be the first bullet).

- Any major project or activity of note – a significant accomplishment.

Name (repeated on 2nd page)

Other Company name Location dates

Position title – describe main duties (or let this be the first bullet).

- Any major project or activity of note – a significant accomplishment.

Other Company name Location dates

Position title – describe main duties (or let this be the first bullet).

- Any major project or activity of note – a significant accomplishment.

**COMPUTER
KNOWLEDGE:**

List of computer software (either as bullets or multiple columns, maybe organized by type of software skills)

EDUCATION:

Formal school degree, name of school and program
and location of school

Yr. of graduation

Any school related project involving outside companies (like Senior Design Project).

Any school honors or special study.

**PROFESSIONAL ORGANIZATIONS
& CERTIFICATIONS**

A list of professional organizations and any officer positions held. Any professional certifications.

**HOBBIES
& INTERESTS:**

Not required, and not always desirable. But if used, list a few of your hobbies & interests – to serve as an icebreaker (or help make a connection with the Interviewer).

[References will be furnished upon request.]

And then have 4-5 references already typed up on a separate sheet, ready to send out (by mail or e-mail attachment).