SAMPLE STUDENT RESUME FORMAT

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

Student address and/or Home address
Cell phone and/or Home phone
Student e-mail and/or Home e-mail

EMPLOYMENT
OBJECTIVE:

Not always necessary, but if used – describe the types of jobs that you are most interested in, and maybe how they link to your Intern work experience, or Senior Design Project, etc. If applying for an Internship, clearly state this.

EDUCATION: Month & Yr. of planned graduation

- Formal school degree, name of school, program and location of school
- List any school related projects involving outside companies (Sr. Design Project)
- List any Independent Study (with which Professor)
- Work related course summary, certifications, etc. might also be used
- List any honorary academic societies or other academic awards

COMPUTER
KNOWLEDGE:

List of computer software (maybe as multiple columns, maybe organized by type of software, & any code writing skills).

EMPLOYMENT HISTORY:

Company name (most recent)   City, State   Month/Yr. – Month/Yr.
Position title – describe main duties (or let this be the first bullet).

- Briefly describe the size of the facility and main products, etc.
- Briefly describe a project or activity you worked on.
- 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 project report or activity summary).
- About 4-6 bullets in total for each position.

Other Company name   Location   dates
Position title – describe main duties (or let this be the first bullet).

- Briefly describe the size of the facility and main products, etc.
- Briefly describe a project or activity you worked on.

Name (repeated on 2nd separate page), don't copy to back of 1st page

PROFESSIONAL
ASSOCIATIONS:
List any student professional associations (like IISE) and any officer positions.
List any professional Conferences attended or any papers presented.

HOBBIES
& INTERESTS:
Not always necessary, 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.]
If you add the statement above, have 3-4 references already typed up on a separate sheet,
ready to send out (by mail or e-mail).