

# John Doe

123 Lake Ln., Cleveland, OH 44115

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(216) 123-4567

## Objective OR Summary:

- **Objective** contains 3 elements:  
1) Position you are seeking 2) In what kind of environment 3) Utilizing skills in \_\_\_\_.
- **Summary** could be in paragraph form or bullets. Describe in 2-3 sentences or 3-5 bullets the experience and qualifications you have that best support your current job or internship. This can also be used as a place to share a unique skill or interest to set yourself apart. You might also include the use of key words or most relevant strengths, skills and knowledge areas that directly relate to or are used in the job description.

## Education:

List the colleges you have attended in reverse chronological order, the current or most recent being first. Include the name of the college, location, graduation date or expected graduate date, degree and GPA if 3.0 or above.

## Honors or Awards (pick one; optional section):

This includes a scholarship or other recognition.

## Related Coursework or Projects (optional section):

Use this section if you have projects or classes that relate to the internship or job for which you are applying. This enables the reader to literally connect your studies to the job. Leave out intro classes and class numbers.

## Skills:

List relevant computer, language, software, technical or interpersonal skills.

## Related Experience:

This section is for any experience **related** to your major, career goal, volunteer experience or academic course projects.

Company Name, City, State

Dates Worked: Month, Year

Title, Department (when possible)

- Use accomplishment statements when possible.
- Begin with action verb: What did you do? How did you do it? What were the results?
- Can you quantify results with numbers or a percentage?

## Leadership (optional section):

- Campus Involvement
- Academic Projects
- Leadership
- Athletics
- Professional Associations
- Volunteer Experience/Community Service
- Membership Affiliation
- Interests

## Other Employment:

This section is used for jobs unrelated to the industry you are interested in; employers want to see that you have worked in some capacity. Descriptions of these jobs may not be needed depending on the amount of room you have, but do include dates of employment.



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## OBJECTIVE

Seeking a position in community outreach working for a non-profit organization utilizing skills in communication, advocacy and relationship building.

## EDUCATION

Cleveland State University (CSU), Cleveland, OH  
Bachelor of Arts, Urban Studies

Expected graduation: May 2019  
GPA: 3.6

## HONORS/AWARDS

Choose Ohio First Scholarship 2016  
Academic Achievement

## RELATED COURSEWORK OR PROJECTS

Project #1 2017  
• Brief explanation of project

## SKILLS

- Microsoft Excel
- Project management
- Community Service
- Research
- Problem solving
- Public speaking

## RELATED EXPERIENCE

Company Name, Cleveland, OH August 2016-Present  
Title, Department  
• Most relevant accomplishment or results  
• Most relevant accomplishment or results

Company Name, Cleveland, OH January 2015-July 2016  
Intern, Department  
• Most relevant accomplishment or results  
• Most relevant accomplishment or results

## LEADERSHIP

CSU Student Life and Housing, Cleveland, OH Summer 2016  
Orientation Leader  
• Brief explanation

## VOLUNTEER EXPERIENCE

Cleveland Animal Protective League, Cleveland, OH Spring 2016-Present

## OTHER EXPERIENCE

Starbucks, Cleveland, OH May 2016-Present  
Barista

