



NAME
Address
City, State, Zip
Phone
Email

OBJECTIVE: To obtain a position as a (job title as it appears in job posting) with (name of employer as it appears in job posting).

OBJECTIVE is optional; other options are PROFESSIONAL SUMMARY, OR CAREER SUMMARY and the content will be different from an OBJECTIVE. These options replace both OBJECTIVE AND QUALIFICATIONS categories.

QUALIFICATIONS or SUMMARY OF QUALIFICATIONS

See note in blue above for options to combine this with OBJECTIVE

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EDUCATION

Vance-Granville Community College Henderson, NC
Associate of Science (anticipated graduation) **Example degree layout** **May 2020**
Associate of Arts **Example degree layout**
AAS, IT/Networking & Security Track **Example degree layout**
GPA: 3.5 (as standard, list GPA if 3.5 or above. Only list lower GPA if job posting states a certain GPA such as minimum 3.0, etc.)

CLINICAL EXPERIENCE (if applicable)

WORK-BASED LEARNING EXPERIENCE (if applicable, ex. Nursing, Rad Tech, Pharmacy, Med. Asst.)

WORK EXPERIENCE

Employer Name City, State
Job Title Dates

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VOLUNTEER EXPERIENCE (if not work experience or very slim work experience)

HONOR/AWARDS/MEMBERSHIPS/CAMPUS INVOLVEMENT (title this by what applies to you)

Phi Theta
Dean’s List
Scholarships
Association Memberships – ex. Student Nursing Association
Campus Club Memberships – ex. SGA; list all leadership positions – ex. President

ADDITIONAL NOTES:

Your resume should be in reverse chronological order. That simply means list your most recent Education and Work Experience first. Then create the rest of the list working backwards with your dates. The last item in the list would be the “oldest”. See how Education is listed above. Resumes generally contain the last 10 years of work experience, although there are exceptions to this rule as you do not want to leave out something that could still be valid and relevant.