

Ima Sample

Current Address

251 N. Main St. #1234
Cedarville, OH 45314
(937) 766-1234
s1234567@cedarville.edu

Permanent Address

1234 St. Name
City, ST 12345
123-456-7890
you@other.com

Objective

To obtain (where I want to go/what I want to do; ie, a full time position) where I can use my (what I can bring to the company/org; ie, organizational, leadership, and interpersonal skills) in order to (what the result will be; ie gain experience in a [specific] area).

Education

May 2004

Cedarville University

Bachelor of Arts Your Major, GPA: 2.9
Minor in Bible

Cedarville, OH

Honors

List can include, but is not limited to: Deans List, Leadership Scholarships, Academic Scholarships, Awards, etc.

Skills

List can include, but is not limited to: computer skills (specific programs too), First Aid/CPR certification, organizational/leadership skills, communication skills, second language skills, etc.

Experience

mm/yy-present

Current Employment/Experience

Your Position

- Major responsibilities/duties within the company
- See page 10 of the Career Strategy Handbook for a list of Action Words that will help you
- Make statements that are: factual, positive, brief, relevant, and result-oriented

City, ST

mm/yy-mm/yy

Most Recent Employment/Experience

Your Position

- My major responsibilities/duties within the company
- See page 10 of the Career Strategy Handbook for a list of Action Words that will help you
- Make statements that are: factual, positive, brief, relevant, and result-oriented

City, ST

mm/yy-mm/yy

Previous Employment/Experience

Your Position

- My major responsibilities/duties within the company
- See page 10 of the Career Strategy Handbook for a list of Action Words that will help you
- Make statements that are: factual, positive, brief, relevant, and result-oriented

City, ST

mm/yy-mm/yy

Previous Employment/Experience

Your Position

- My major responsibilities/duties within the company
- See page 10 of the Career Strategy Handbook for a list of Action Words that will help you
- Make statements that are: factual, positive, brief, relevant, and result-oriented

City, ST

mm/yy-mm/yy

Previous Employment/Experience

Your Position

- My major responsibilities/duties within the company
- See page 10 of the Career Strategy Handbook for a list of Action Words that will help you
- Make statements that are: factual, positive, brief, relevant, and result-oriented

City, ST

mm/yy-mm/yy

Least Recent Employment/Experience

Your Position

- My major responsibilities/duties within the company
- See page 10 of the Career Strategy Handbook for a list of Action Words that will help you
- Make statements that are: factual, positive, brief, relevant, and result-oriented

City, ST

Activities

List can include, but is not limited to: all volunteer experience, community ministries, church ministries, intramural sports teams, committee involvement, SGA/other organization involvement, any leadership positions held, missions trips, include country and ministry, any other activities you were involved with.

References

Available upon request