



Resume Outline Example

First Name Last Name

Street Address City, ST Zip Code • (123) 456-1234 • Emailaddress@albany.edu

EDUCATION

University at Albany, State University of New York
Degree first, Major Second, Any Minors Third

Expected May 20XX

Honors: You can list your honors/awards here and separate them with commas like this _____, _____

Relevant Coursework: You can list the full titles of courses you have taken that you think are relevant to the position you are applying for. This shouldn't fill more than one to two lines.

Study Abroad: You can list where you studied abroad here with the dates

RELEVANT EXPERIENCE

Position title, Employer/Organization, City and State Month Year Started–Month Year Ended

- Write bulleted action-oriented descriptions to describe your experiences with specifics and details
- These should be written in third person, fragmented statements
- Use a variety of action verbs to describe what you did and how you accomplished the task
- Past jobs should be written in past tense and present jobs should be written in the present tense
- You should always have the most recent positions listed first, with the oldest on the bottom for each section

Employer/Organization, Position title, City and State Month Year Started–Month Year Ended

- You can utilize as many bullet points as you need to describe your duties, however only go onto the second line if you truly need to and make sure you're going at least halfway to utilize your white space effectively
- You can decide if you want the employer or position title first, and what you want to be in italics or bold font
- Whichever format you decide, it needs to be consistent throughout the entire resume

LEADERSHIP EXPERIENCE

Resident Assistant, University at Albany Residential Life September 20XX–May 20XX

- Planned, budgeted, and implemented monthly programs for first-year residents in areas relating to diversity, wellness, effective communication, and healthy relationships
- Supervised first-year students in a residence hall by conducting floor meetings and performing check-in visits to discuss student development, events, questions, and concerns
- Enforced University procedures and policies to promote a safe, healthy, and communal living environment by serving on an on-duty call rotation basis

Tour Guide, University at Albany Undergraduate Admissions September 20XX–May 20XX

- Conducted tours for groups of visitors and communicate information about the University's resources, history, and campus culture

SKILLS

Computer: Microsoft Office Excel, PowerPoint, Publisher, Word

Language: Intermediate proficiency in Spanish