

NAME

Campus Address

City, State ZIP

Home Phone

E-mail Address (if checked daily)

OBJECTIVE (examples) General A full-time position for the summer.
Specific A part-time position as a bank teller at Wells Fargo Bank.

EDUCATION List class standing (e.g., junior standing), major and expected graduation date. If you are on the Dean's List or have other honors, include information here. G.P.A. can be listed at or above 3.0 overall, or determine G.P.A. in major or upper division course work. You can include a brief list of your course work if you feel it would help your application (i.e., if it shows breadth, or if there is required course work for the Position). Special skills such as foreign languages, computer knowledge, etc., can be listed here. You can list the high school you graduated from or other colleges you may have attended. Education abroad programs are considered a plus.

EXPERIENCE Your job title.
Organization.
Brief description of duties. Dates.
You can use high school work experience or leadership activities if you are a freshman or sophomore, or if experiences/activities relate to the internship or job for which you are applying.

ORGANIZATIONS Optional

COMMUNITY ACTIVITIES Optional

AWARDS Optional

INTERESTS Optional

REFERENCES (List your references on a separate sheet.)