



**NAME PROMINENTLY DISPLAYED**

City, State

Phone Number | Personal (Professional sounding) or school email address

**OBJECTIVE OR PROFESSIONAL SUMMARY (OPTIONAL)**

An objective statement or summary is optional but recommended. An objective statement should be one sentence in length and provide readers with a general idea of what type of opportunity you are seeking and what you have to offer.

A summary provides additional details about your past experience and strengths. Either statement should focus more on how you can help the employer than on what you hope to gain from the experience.

Example (Objective): Seeking part-time employment where I can utilize my communication skills and organizational abilities to further the goals of my employer.

Example (Summary): Undergraduate engineering student with 2 years' experience in the oil industry. Knowledge of AutoCAD, C++, and computational fluid dynamics with strong communication skills and teamwork orientation. Seeking internship where I can utilize my prior experience and interpersonal strengths to provide exceptional service to the organization and its clients.

**EDUCATION**

List your education in chronological order, most recent first. Indicate beginning date and anticipated end date of attendance and the degree that you are pursuing. Do not include your high school information (unless you are applying for a position with that school district). Include your GPA if it is 3.0 or above. Consider including relevant coursework.

**Example:**

California State University, Bakersfield {spelled out, not CSUB}  
Bachelor of Arts, Psychology  
GPA 3.15, Dean's List: Fall 20xx

Bakersfield, CA  
09/2020 – 05/2024

**SKILLS (OPTIONAL)**

Include your language, computer, and industry specific skills, as applicable. If you include "soft skills" (e.g., Communication, Leadership, etc.), consider including supporting evidence. Skills section can be listed before or after Education section.

**Example:**

**SKILLS**

Leadership: Chair of the Criminal Justice club in which \$5,000 was raised for charity

Languages: Bilingual, Spanish and English

Communication: Prior experience interacting with the public in both a non-profit and retail setting

Technical: Proficient in Microsoft Office Suite, SPSS, internet research

**EXPERIENCE**

List all your relevant work, volunteer, and internship activities from most recent to least recent. Include beginning and ending dates. Describe what you do (or did) in each position, using brief statements. Consider including the skills and abilities you used to accomplish the tasks, as well as the outcome of those activities. (For a more comprehensive discussion on writing experience statements, access the [WHO METHOD](#)).

Use present tense for your current activities, and past tense for positions and activities that you completed in the past. Do not write the description in paragraph form (we recommend bullet points), and do not include pronouns (e.g., "I" or "my") in your statements.

**Example:**

The Gap  
Sales Associate

Bakersfield, CA  
06/2022 – present

- Utilize excellent product knowledge while working with customers to assist with merchandise selection.
- Accurately process purchase and return transactions following all policies and procedures.
- Conduct inventory counts to ensure all merchandise is properly entered into the system.

**HONORS / ACTIVITIES**

List your most relevant professional or student related honors, activities, and professional memberships. Do not include your personal hobbies or other personal information.

**Example:**

CSUB Psychology Club, Member, 09/2021 – Present

CSUB Student Union Board of Advisors, Sophomore Class Representative, 08/2021 – 05/2022

**General Info:** Try to keep your resume to one page in length unless you have extensive experience. Use a basic font size 11 – 12pt. Do not include references on the document. Do not copy your resume onto brightly colored paper – use white or tan. (See full resume templates on CECE's website)