

If you have never done a resume, this is a good place to start. Print out the outline and write in your information. After you have compiled all the information necessary for your resume, than it is time to type. Use a blank Word document. **DO NOT USE A TEMPLATE.** (Tips are in parentheses.)

**IDENTIFICATION:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Home phone #: \_\_\_\_\_

Cell phone #: \_\_\_\_\_

E-mail address: \_\_\_\_\_

**OBJECTIVE:** (Job target, the type of job for which you are applying)

\_\_\_\_\_  
\_\_\_\_\_

**EDUCATION:**

College Name & Location: \_\_\_\_\_

Date attended: \_\_\_\_\_

Degree: (if pursuing a degree indicate "Currently enrolled in or Pursuing a degree in...")

\_\_\_\_\_

Major: \_\_\_\_\_

**OTHER COLLEGES OR PREVIOUS DEGREES:**

College name & location: \_\_\_\_\_

Dates: \_\_\_\_\_

Degree: \_\_\_\_\_

Major: \_\_\_\_\_

**RELEVANT COURSEWORK:** (classes taken in college relevant to the job applied for)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**COMPUTER SKILLS:** (list software or hardware known, be specific)

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**WORK EXPERIENCE:** (list work history in reverse chronological order, most recent first)

Name of company & location (city & state): \_\_\_\_\_

Job Title: \_\_\_\_\_

Dates of employment:

From \_\_\_\_\_ month, \_\_\_\_\_ year to \_\_\_\_\_ month, \_\_\_\_\_ year

Bullet point activities, skills, accomplishments, and ways you contributed to the success of the company.

- \_\_\_\_\_  
\_\_\_\_\_
- \_\_\_\_\_  
\_\_\_\_\_
- \_\_\_\_\_  
\_\_\_\_\_
- \_\_\_\_\_  
\_\_\_\_\_

Name of company & location (city & state): \_\_\_\_\_

Job Title: \_\_\_\_\_

Dates of employment:

From \_\_\_\_\_ month, \_\_\_\_\_ year to \_\_\_\_\_ month, \_\_\_\_\_ year

Bullet point activities, skills, accomplishments, and ways you contributed to the success of the company.

- \_\_\_\_\_  
\_\_\_\_\_
- \_\_\_\_\_  
\_\_\_\_\_
- \_\_\_\_\_  
\_\_\_\_\_
- \_\_\_\_\_  
\_\_\_\_\_

Name of company & location (city & state): \_\_\_\_\_

Job Title: \_\_\_\_\_

Dates of employment:

From \_\_\_\_\_ month, \_\_\_\_\_ year to \_\_\_\_\_ month, \_\_\_\_\_ year

Bullet point activities, skills, accomplishments, and ways you contributed to the success of the company.

- \_\_\_\_\_  
\_\_\_\_\_
- \_\_\_\_\_  
\_\_\_\_\_
- \_\_\_\_\_  
\_\_\_\_\_
- \_\_\_\_\_  
\_\_\_\_\_

**VOLUNTEER EXPERIENCE:**

Name of organization & location: \_\_\_\_\_

Job Title: \_\_\_\_\_

Dates: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

**OTHER:**

Language skills: \_\_\_\_\_

Academic honors: \_\_\_\_\_

Memberships: \_\_\_\_\_

Certifications: \_\_\_\_\_

Etc.: \_\_\_\_\_

Check out the Job Placement Resource Center's web site for sample resumes at [www.harpercollege.edu](http://www.harpercollege.edu). Currently enrolled Harper students may schedule an appointment with a Workforce Coordinator to work on a resume or attend a free workshop. Call the Job Placement Resource Center for more information, 847-925-6400.