

# BLANK RESUME

ADDRESS CITY, STATE ZIP  
PHONE NUMBER PROFESSIONAL EMAIL

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## OBJECTIVE

To obtain a \_\_\_\_\_ position with \_\_\_\_\_ using my \_\_\_\_\_ skills and \_\_\_\_\_ abilities.

## EDUCATION

**Indiana University Southeast**

Bachelor of Science in Biology

Minor: Education

Honors: Dean's List- Fall 2010, Spring 2011; GPA: Only list if 3.0 or higher!

New Albany, IN

May 2014

## CAPABILITIES

Use this area to write brief statements about your characteristics that apply to the position of interest

Describe your skills (as they apply to the position) you are not able to address in your experience descriptions below

Language skills (fluent or conversational)

## INTERNSHIP EXPERIENCE

**Company Name**

Town, State

**Position Title**

Month Year - Present

- Make sure while describing your responsibilities that you connect to the skills that the position is asking candidates to have
- If you no longer work at this job, make sure you write your descriptions in the past tense

**Company Name**

Town, State

**Position Title**

Month Year - Month Year

- Be honest with your descriptions!
- Describe not only what you did, but how you did it and how often and perhaps for how many people.
- This helps you to quantify your bullets.

## EXPERIENCE

**Company Name**

Town, State

**Position Title**

Month Year - Month Year

- Concise but very descriptive of your duties, responsibilities
- Try to keep to a maximum of 4 bullets, and no more than 2 lines per bullet (general rule of thumb, not a law!)
- Again, quantify where possible

## COMPUTER SKILLS

Proficient with/in...use this if you are an expert

Experience with/in.... use this if you only have limited exposure

## CAMPUS AND COMMUNITY AWARDS AND ACTIVITIES

Organization Name

Month Year

(Descriptions are optional, but a good idea if you can communicate something noteworthy)

Organization Name

Month Year

Organization Name

Month Year