

Exercise 4: Resume Templates

Directions: Use a chronological or functional template to design your resume. You may edit categories or the design to personalize your resume.

CHRONOLOGICAL

FIRST NAME MIDDLE INITIAL LAST NAME

Street Address • City, State Zip • (Area Code) Phone Number • Email Address

OBJECTIVE

Position/Career goal

EDUCATION

School Name

Graduation Date, GPA

City, State Abbreviation

EXPERIENCE

Year-Year

ORGANIZATION NAME

Position/Title

City, State Abbreviation

- Job responsibility or accomplishment
- Job responsibility or accomplishment
- Job responsibility or accomplishment

Year-Year

ORGANIZATION NAME

Position/Title

City, State Abbreviation

- Job responsibility or accomplishment
- Job responsibility or accomplishment
- Job responsibility or accomplishment

Year-Year

ORGANIZATION NAME

Position/Title

City, State Abbreviation

- Job responsibility or accomplishment
- Job responsibility or accomplishment
- Job responsibility or accomplishment

SKILLS

- Skill
- Skill
- Skill

- Skill
- Skill
- Skill

- Skill
- Skill
- Skill

ACTIVITIES/SERVICE

- Activity
- Service

- Activity
- Service

- Activity
- Service