

**Name**  
Address  
Phone Number  
Professional Email

**Education** Stockton University Galloway, NJ  
**Bachelor of \_\_\_\_\_ in \_\_\_\_\_** Graduation Month, Year  
Concentration in \_\_\_\_\_, Minor in \_\_\_\_\_, GPA 3.XX (optional)  
(If you studied abroad or received another degree, those schools may be listed here as well)

**Significant Coursework** (This section can be included to supplement a lack of related experience)  
Class Title Class Title Class Title  
Class Title Class Title Class Title

**Related Experience** Place of Employment (Or club name, military branch, title of research, etc.) Town, State  
**Position Title** (Ex: - Cashier, Intern, Researcher, President, etc.) Month, Year – Month, Year  
The Related Experience section makes up the bulk of a resume and should include any paid or unpaid experiences that are related to the career field of interest. Refer to the back of this page for optional experiences one may include in this section.  
Multiple Experience sections may be added depending on space. For example: Related Experience and Leadership Experience, Marketing Experience and Volunteer Experience, etc.  
Each position should be in the order of most recent first. Each position should include about 2-5 descriptions/bullet points that describe the responsibilities/duties and what was learned from this experience.  
Begin every description/bullet point with a past or present action word.  
If you do not have any related experiences to include, refer to the Work History section below.

Name of Class Town, State  
**Class Project Title (or) Service Learning Project** Month, Year  
A related class project or service learning project can also be included in a Related Experience section to supplement a lack of related experience.  
List 2-3 descriptions explaining the project, any time commitments, presentations, etc.

**Work History** **Job Title**, Place of Employment, Town, State Month, Year – Month, Year  
List any paid jobs, in the order of most recent first, that you did not already mention in the above experience sections. Remember, you do not need to include every single job you have ever had.  
If you included a lengthy Related Experience section, descriptions are not necessary. If

**Activities**

**Skills**

## **Optional Section Titles**

The following section titles are completely optional based on your own experiences. Create sections that best fit your experience and career interests! Remember... a resume should be about one page, so try not to include too many sections.

### **Related/Relevant Experience**

“Industry” Experience

I.e. Teaching Experience, Marketing Experience, Healthcare Experience, Counseling Experience, etc.

Target towards your career interest.

Internship Experience

Clinical Experience

Volunteer Experience

Leadership Experience

Undergraduate Research/Research Experience

Significant/Related Coursework

Class Project

### **Work History**

Previous Employment

Work Experience

Other Experience (if you included a Related Experience section)

### **Activities**

On-Campus Involvement

Intercollegiate Athletics

Professional Associations/Organizations

### **Skills**

Summary of Qualifications

Professional Profile

### **Awards**

Honors

Accomplishments

### **Licenses & Certifications**

### **Publications**