

# BASIC RESUME FORMAT

**NAME (All caps and bold; a slightly larger font is acceptable)**

**Address (Current and permanent if appropriate)**

**Telephone (Include area code and be sure your voice mail is appropriate)**

**Email address (appropriate)**

- OBJECTIVE** State the type of position or internship you are seeking. (This is optional and should be included only if you have spare room.)
- EDUCATION** List (in reverse chronological order) the colleges you have attended and from which you have graduated or expect to graduate. Indicate degree, date of graduation, major, minor, and concentrations. GPA and relevant course work are optional. Academic honors, study abroad, and language proficiency may be included here or in a separate **HONORS, ACTIVITIES, or SKILLS** section.
- SKILLS** List any special skills (computer, language, equipment, training, etc.)
- EXPERIENCE** List internships, paid, and volunteer experience in reverse chronological order. Include position title, name and location of company or organization, and dates. Emphasize duties, skills, and accomplishments – cite numbers and specifics.
- HONORS/  
ACTIVITIES** Indicate honors, awards, activities, and memberships in and out of college. May include high school honors/activities only in special circumstances.
- REFERENCES** There is no need to list names and contact information for your references on the resume. Rather, these should be listed on a separate page. Indicate on the resume that references are available upon request if you have extra space. Otherwise, leave this off altogether since employers know they can request references from you.

# Header Examples:

## Ex. 1:

**Valerie Smith**  
1812 Reynolds Drive, Apt. 1  
Rocky Mount, NC 27804  
(252) 985-7564  
valsmith@gmail.com

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## Ex. 2:

|  |  |
|--|--|
| <b>Valerie Smith</b>   |  |
| <i>Current</i>   | <i>Permanent</i>   |
| 3400 North Wesleyan Blvd.<br>112 Edgecombe Hall<br>Rocky Mount, NC 27804<br>(252) 985-5189 | 1812 Reynolds Drive<br>Apartment #1<br>Rocky Mount, NC 27804<br>(252) 985-7564 |

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## Ex. 3:

**Valerie Smith**  
1812 Reynolds Drive, Apt. 1, • Rocky Mount, NC 27804 • (252) 985-7564 •  
valsmith@gmail.com

# Education Examples:

## Ex. 1:

### EDUCATION

|  |                 |
|--|-----------------|
| <b>Bachelor of Arts in Justice Studies</b><br><b>(Anticipated)</b><br>North Carolina Wesleyan College, Rocky Mount, NC<br>Minor: <b>Psychology</b><br>GPA: 3.7 (Major), 3.4 (Cumulative) | <b>May 2007</b> |
|--|-----------------|

**Related Course Work:** Abnormal Psychology, Administration of Justice, Drugs and Behavior, Evidence, Correctional Institutions, Criminal Law, Criminal Investigation,

Criminal Procedure, Criminology, Judicial Process, Social Psychology, Theories of Personality

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## **Ex. 2:**

### **EDUCATION**

**North Carolina Wesleyan College, Rocky Mount, NC**

Bachelor of Arts

May 2007

(Anticipated)

Major: **Justice Studies**

Minor: **Psychology**

#### **Related Course Work:**

- Abnormal Psychology
- Administration of Justice
- Drugs and Behavior
- Evidence
- Correctional Institutions
- Criminal Law
- Criminal Investigation
- Criminal Procedure
- Criminology
- Judicial Process
- Social Psychology
- Theories of Personality

## **Experience Examples:**

### **Ex. 1:**

#### **RELATED EXPERIENCE**

North Carolina Wesleyan College, Rocky Mount, NC

**Computer Lab Attendant** (August 2008 – present)

- Assist students in computer lab with hardware, software, and connectivity issues

Symantec Corporation, Wilson, NC

**Security Division Intern** (May – August 2007)

- Tested internet security systems by creating programs designed to circumvent security measures
  - Became familiar with Solaris, Apache, Java, and PERL
  - Recognized as “intern of the month” in July
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## **Ex. 2:**

### **EXPERIENCE**

- 8/08-Present*    **Computer Lab Attendant**  
North Carolina Wesleyan College, Rocky Mount, NC
- Assist students in computer lab with hardware, software, and connectivity issues.
- 5/08-7/08*        **Security Division Intern**  
Symantec Corporation, Wilson, NC
- Tested internet security systems by creating programs designed to circumvent security measures
  - Became familiar with Solaris, Apache, Java, and PERL
  - Recognized as “intern of the month” in July

## **Reference Example:**

### **REFERENCES:**

**Dr. David Bingham**  
Dean of Students  
Shaw University  
1584 Ashley Drive  
Raleigh, NC 27950  
Phone: (919) 455-3200  
Email: dbingham@shaw.edu

**Ms. Nicolette Jones**  
Associate Director of Student Activities  
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**Dr. Dennis Laferty**  
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