

**Name**

Street Address  
City, State, Zip Code  
<http://web.address/> (if applicable)

Email Address  
Phone Number  
FAX (if applicable)

**Comment [MPA1]:** Creating a template or even a series of templates for a resume is perhaps impossible, because a resume, which is a summary of each individual, should be tailored for each individual. Given that, this template tries to give you some ideas about to present yourself in a professional manner. The most important group of words on a resume is the individual's name and should be the most prominent type on the page. **To hide these comments, click on "Markup," which is under "View."**

**Objective**

To obtain a \_\_\_\_\_ position in the area of \_\_\_\_\_ (write this infinitive phrase to target the audience of this resume)

**Comment [MPA2]:** Be sure to remove all comments in italics.

**Education**

Name of Degree on Which You Are Working, Expected Month/Year  
University  
Overall GPA: X.XX/4.00 Targeted GPA (if beneficial): X.XX/4.00

**Comment [MPA3]:** This infinitive phrase is often reworked by the author to target different audiences and purposes. In some situations, such as when a resume is attached to a proposal, this section is omitted.

Name of Next Most Recent Degree, Month Year (if applicable)  
University or College  
Overall GPA: X.XX/4.00 Targeted GPA (if beneficial): X.XX/4.00

**Comment [MPA4]:** For some people, presenting a GPA in the major or a GPA over the past two years puts that individual in the best light.

**Relevant Courses**

Most Relevant Course Fourth Most Relevant Course  
Second Most Relevant Course Fifth Most Relevant Course  
Third Most Relevant Course Sixth Most Relevant Course

**Comment [MPA5]:** If you attended another university or college, place that information here. Generally, high schools are not listed on resumes.

**Comment [MPA6]:** Other common sections that are similar to this one are "Special Skills" or "Computer Skills"

**Experience**

**Most Recent Position, Company, Location** (Month/Year–Month/Year)  
Verb phrase that identifies key activity that you performed  
Second verb phrase that identifies key activity that you performed  
Third verb phrase that identifies key activity that you performed (if appropriate)

**Comment [MPA7]:** On this template, most lists are kept to two, three, or four items. However, you might have good reason such as a large number of honors or awards to exceed that number. With lists, make sure that the items are listed in a parallel fashion. If the first item is a verb phrase, all items in that list should be verb phrases.

**Next Most Recent Position, Company, Location** (Month/Year–Month/Year)  
Verb phrase that identifies key activity that you performed  
Second verb phrase that identifies key activity that you performed  
Third verb phrase that identifies key activity that you performed (if appropriate)

**Third Most Recent Position, Company, Location** (Month/Year–Month/Year)  
Verb phrase that identifies key activity that you performed  
Second verb phrase that identifies key activity that you performed  
Third verb phrase that identifies key activity that you performed (if appropriate)

**Comment [MPA8]:** If you do not have a third position worthy of being on the resume, then delete this entry and provide more information about the two you have.

**Honors/Awards**

Most Impressive Honor or Award  
Second Most Impressive Honor or Award  
Third Most Impressive Honor or Award  
Fourth Most Impressive Honor or Award

**Activities**

Most Impressive Activity  
Second Most Impressive Activity  
Third Most Impressive Activity  
Fourth Most Impressive Activity

**Comment [MPA9]:** The purpose of this section is to give an interviewer an ice-breaker at the beginning of an interview. For that reason, be prepared to talk about these activities when you interview. Also, if you are looking for a section to cut to fit your resume onto one page, then cut this section. Other possible sections to cut would be "Activities" and "Relevant Courses." In regard to space, if you do go to a second page, then make sure you come close to filling that second page. One means for doing so would be to write the resume in 12 point type, rather than 10 point type.

**Outside Interests**

One outside interest, a second outside interest, perhaps a third outside interest