

FirstName LastName

City, State | email address | phone number | LinkedIn (optional)

OBJECTIVE (Optional)

Provide a concise summary of your current academic standing, major, and long-term career goals. **This section should include three parts: Present + Past + Future.**

(Present) Start with a brief introduction about who you are right now - your current academic status (year and major) or professional role. **(Past)** Highlight relevant skills, experiences, or accomplishments that demonstrate your strengths. Focus on transferable skills and measurable results where possible, and relate these to your experiences (coursework, internships, part-time jobs, volunteering, projects). **(Future)** Clearly state your career goal or the type of opportunity you're seeking. Tailor this section for each job application to reflect how the opportunity aligns with your professional development, even if your plans are still evolving. This helps give context to your aspirations and demonstrates a clear connection between your goals and the role.

(Example): Trilingual and motivated junior majoring in Environmental Science at Northeastern Illinois University with strong skills in data analysis and community engagement. Experienced in customer service and volunteer coordination through campus involvement and part-time roles. Seeking a summer internship in environmental consulting to apply sustainability knowledge and continue developing technical skills

EDUCATION

Name of College/University - City, State (StartDate - EndDate or Current)

Degree Type in Major(s): | Minor(s): | GPA (optional):

Activities, leadership positions, clubs, awards, scholarships, or relevant courses.

(Example) **Northeastern Illinois University** - Chicago, IL (08/2025-Current)

Bachelor of Arts in Sociology | Minor: Marketing | GPA: 3.75

Activities: Honors Program, Feminist Club, Accounting Club

Awards: Dean's List Recipient

Relevant Courses: Digital Marketing, Sociological Statistics, Research Methods

Other College - City, State (MM/YYYY-MM/YYYY)

Degree Type in Major(s): | Minor(s): | GPA (optional):

Activities, leadership positions, clubs, awards, scholarships, or relevant courses.

EXPERIENCE

(List all experiences in chronological order, starting with the most recent position first to ensure clarity and highlight your latest skills and achievements.)

Organization/Company Name - City, State (MM/YYYY-MM/YYYY)

Job title

- Short description of the things you do in this role and how they contribute to the overall goals by utilizing the STAR method. Be sure to include at least three bullets per job.

*** After completing your resume, schedule an appointment with a Career Advisor through Handshake to review. If you need help scheduling, email ocs@neiu.edu with any questions.**

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- STAR = Situation (context) + Task (your responsibility) + Action (what you did) + Result (impact of your actions). **You don't need to present these in exact order - just be sure all components are included.**
- When listing your responsibilities at a job, don't forget to connect everything you do to the larger significance of the work (the results from the STAR Method).
- Remember transferable skills are always relevant for any role! Don't overlook your participation in teamwork, communication, problem solving, or customer service.

(Example) **Cafe Golden Eagle** - Chicago, IL

(06/2024-09/2025)

Barista & Cashier

- Delivered fast, friendly service (**Task**) in a high-volume coffee shop (**Situation**), managing up to 100+ transactions per shift (**Action**), resulting in a 20% increase in positive customer satisfaction feedback (**Results**).
- Coordinated with coworkers (**Task**) by precisely restocking supplies and cleaning workstations (**Action**) during peak hours (**Situation**), ensuring an organized and efficient environment that supported smooth operations and reduced service delays (**Result**).
- Handled cash and POS transactions accurately (**Situation**) by processing payments and balancing the register at the end of each shift (**Task**), demonstrating strong attention to detail and trustworthiness (**Action**), achieving a 100% accuracy rate in daily cash records (**Result**).

SKILLS

(Choose any relevant skills applicable for you. Be specific about the exact tools, languages, or competencies you possess.)

Languages: List languages you speak and indicate your proficiency level (e.g., native, fluent, conversational).

Technical: Include software, tools, and programming languages you are proficient in (e.g., Microsoft Office, Google Workspace (Google Drive), Python, SQL, Java, C++).

Creative & Design: List experience with media/design tools (e.g., Adobe Creative Suite, Canva, video editing).

Digital & Social Media: Specify platforms you manage or analyze, such as Instagram, Facebook, TikTok, along with any analytics tools you use.

LEADERSHIP EXPERIENCE (optional section to highlight your unique skillset)

Organization/Club Name - City, State

(MM/YYYY-MM/YYYY)

Job title (if applicable)

- Examples of organizations and clubs that demonstrate leadership experience include participation in athletics, volunteer work, and student clubs.
- Add responsibilities in the leadership role. Include numbers of people you led, the dollar amount of the budget you oversaw, number of events that you managed, to give potential employers an idea of your accomplishments.
- Remember to use action verbs, as in work experience.

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- Example bullet: Created and scheduled weekly social media posts **(Task)** using Canva and Instagram Insights **(Action)** to connect the club with student interests **(Situation)**, increasing engagement with content by 35% in one semester **(Result)**.

RESEARCH EXPERIENCE (optional section to highlight your unique skillset)

- *(Include the purpose of each research experiences and what you did, using the STAR method to highlight your contributions and achievements)*

PROJECTS (optional section to highlight your unique skillset)

- *(Include the purpose of each project experiences and what you did, using the STAR method to highlight your contributions and achievements)*

AWARDS (optional section to highlight your unique skillset)

- *(Include the purpose of each award and what you did to earn it, using the STAR method to highlight your contributions and achievements)*

CERTIFICATIONS (optional section to highlight your unique skillset)

[Certification Name], [Issuing Organization] — [Month Year Earned or Expected]

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