# FirstName LastName

City, State | email address | phone number | <span style="color:red">LinkedIn (optional)</span> | <span style="color:red">(Other Online Portfolios)</span>

**OBJECTIVE** <span style="color:red">(optional – remember to either update or remove all placeholder text highlighted in red.)</span>

## EDUCATION

**Name of College/University** - City, State                                    (StartDate - EndDate or Current)
Degree Type in Major(s): | Minor(s): | GPA (optional):
Leadership Positions:
Activities/Clubs:
Awards/Scholarships:
Relevant Coursework: <span style="color:red">Only fill in the categories and skills that apply to you. Delete other sections if they don't reflect your experience.</span>

**Other College -** City, State                                    (MM/YYYY-MM/YYYY)
Degree Type in Major(s): | Minor(s): | GPA (optional):
Leadership Positions:
Activities/Clubs:
Awards/Scholarships:
Relevant Coursework: <span style="color:red">Only fill in the categories and skills that apply to you. Delete other sections if they don't reflect your experience.</span>

## EXPERIENCE

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

## SKILLS

**Languages**:
**Technical:**
**Communication:**
**Creative & Design:**
**Digital & Social Media:** <span style="color:red">Only fill in the categories and skills that apply to you. Delete other sections if they don't reflect your experience.</span>

## LEADERSHIP EXPERIENCE <span style="color:red">(optional)</span>

**Organization/Club Name -** City, State                                    (MM/YYYY-MM/YYYY)
Job title <span style="color:red">*(if applicable)*</span>

## RESEARCH EXPERIENCE <span style="color:red">(optional)</span>

**PROJECTS** (optional)
_____

**AWARDS** (optional)
_____

**CERTIFICATIONS** (optional)
_____

**\*\* For examples and more in-depth descriptions of each section of the resume, refer back to the "NEIU Resume Template with Descriptions and Examples" document on the Job and Internships Resources page.**

**\*\*\* 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.**

**Reminders:**
1. Resumes should not exceed two pages (or one page for early-career students) when printed front and back.
2. Tailor your resume for each application: Every job or internship is unique, so customize your resume to highlight the skills, experiences, and achievements that are most relevant to the position.
3. Proofread carefully: Spelling or grammar errors can leave a negative impression. Double-check all entries, and consider having a career advisor, mentor, or trusted peer review your resume before submitting it.