

FirstName LastName

City, State | email address | phone number | [LinkedIn \(optional\)](#) | [\(Other Online Portfolios\)](#)

OBJECTIVE (optional – remember to either update or remove all placeholder text highlighted in red.)

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

Refer back to the “Resume Template with Examples and Descriptions” document [on our page](#) for more details and examples.

EDUCATION

Name of College/University - City, State **Start** MM/YYYY - **Anticipated Graduation** MM/YYYY

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

Leadership Positions:

Activities/Clubs:

Awards/Scholarships:

Relevant Coursework: Only fill in the categories and skills that apply to you. Delete other sections if they don't reflect your experience.

EXPERIENCE

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 three-six bullets per job.

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 three-six bullets per job.

SKILLS

Languages:

Technical:

Communication:

Creative & Design:

Digital & Social Media: Only fill in the categories and skills that apply to you. Delete other sections if they don't reflect your experience.

LEADERSHIP EXPERIENCE (optional)

Organization/Club Name - City, State

(MM/YYYY-MM/YYYY)

Job title *(if applicable)*

RESEARCH EXPERIENCE (optional)

FirstName LastName

City, State | email address | phone number | [LinkedIn \(optional\)](#) | [\(Other Online Portfolios\)](#)

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.