



# John Doe

Address (optional)

email (professional)

cell phone

LinkedIn (URL if you have one)

**Objective:** Could contain 3 Elements: 1.) What position 2.) What environment 3.) Utilizing skills in \_\_\_\_\_  
Or

**Summary:** Summary paragraph or bullets; Describe in 2-3 sentences or 3-5 bullets the experience and qualifications you have that best support your current job or internship

Key words or most relevant strengths, skills and knowledge areas: List 6- 9 most relevant skills and knowledge that you have gained from work experience or studies that directly relate to key requirements or key words listed in job descriptions

**Education:** Cleveland State University (CSU) Cleveland, Ohio (anticipated graduation date) May 20XX  
Bachelor of Arts/Science, Major  
GPA: if 3.0 or above

**Honors/ Awards:** (Optional section)

**Skills/Abilities:** List relevant computer, language, software, technical, or interpersonal skills

**Related Coursework or Projects:** (Optional section)

Use this section if you do not have related experience; It enables the reader to see what you have studied up to this point; Leave out intro classes. Leave out course numbers

**Related Experience:**

This section is for any experience **related** to your major or career goal or; could be volunteer work or academic course projects which might not be paid.

Company Name Cleveland, Ohio Summer 2016  
Title, Department (when possible)

- Use accomplishment statements when possible
- Begin with action verb: What did you do? How did you do it? Were there results?
- Can you quantify results with numbers or %?

**Other Optional Sections:**

Campus Involvement  
Academic Projects  
Leadership  
Athletics

Community Service  
Professional Associations  
Volunteer Experience  
Membership Affiliation  
Interests

**Other Employment:**

This section is used for jobs unrelated to your goal; Employers want to see that you have worked in some capacity. Descriptions of these jobs may not be necessary depending on the amount of room you have.



Social Media: csu\_careers

**Career Services**

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