

SAMPLE RESUME

Writing Center
Weber State University
<http://departments.weber.edu/writingcenter>

Your Name

Address Line 1
City, State Zip Code
phone #, e-mail

OBJECTIVE

Write a brief phrase here, describing the type of work you are seeking. Name the particular company and position.

QUALIFICATIONS

Using the job description, detail how you have successfully demonstrated one of the required skills or assets.

Describe how you have demonstrated proficiency in another of the required or preferred skills or qualities listed in the job description.

Describe another demonstrated proficiency. Mention only the most crucial points, and use phrases that will catch your reader's attention.

WORK HISTORY

Use action words to describe work responsibilities you have fulfilled that are relevant to the job for which you are applying.

Detail other work or volunteering you have done that is relevant to the job description.

You may also name relevant course work here for college classes you have taken in the field that give you knowledge or experience for this job.

EDUCATION

Degree earned, school name, year of graduation (or expected graduation date). Degree earned, school name, year of graduation.

COMPUTER SKILLS

- List software applications, operating systems, and pertinent hardware information with which you are proficient or with which you are familiar.
- Include years of experience, or describe your level of knowledge.

LICENSES & CERTIFICATES

- List licenses or certificates you hold that are pertinent to the job you are seeking.
- Include the year you obtained each license or certificate.

AWARDS RECEIVED

- Briefly name or describe your awards.
- Include the year you obtained each award.

Back to [Handouts](#)