

**YOUR NAME**  
**Address**  
**City, State Zip**  
**Phone**  
**E-mail Address**

**OBJECTIVE** (optional)

The objective should be brief and specific to a particular job or career field.

**EDUCATION**

University of Massachusetts Dartmouth – North Dartmouth, MA

Major:

Minor:

Expected Date of Graduation:

GPA (only if 3.0 or higher)

**INTERNSHIP / THE WASHINGTON CENTER**

**STUDY ABROAD**

**HONORS & AWARDS**

Scholarships – Chancellor’s List, Dean’s List

**SPECIAL PROJECTS / RELEVANT COURSEWORK**

**SKILLS**

Computer, language, communication, leadership

**EXPERIENCE**

Experience – if it is related to your major

List in descending order with most recent first

(be sure to bullet your duties)

**EMPLOYMENT**

Employment – all jobs unrelated to your major

List in descending order with most recent first

(be sure to bullet your duties)

**MEMBERSHIPS / CERTIFICATIONS**

Sorority, Fraternity, CPR, IEEE

**ACTIVITIES / INTERESTS**

**VOLUNTEERING / COMMUNITY SERVICE**

**REFERENCES** – Available Upon Request