



Résumé Outline

Personal Information

Full Name _____ Phone Number _____

Professional Email Address _____

Physical Address (Optional) _____

LinkedIn Profile (Optional) _____ Website (Optional) _____

Education

University Attended _____

Degree _____

Minor _____ GPA (Optional) _____

Honors _____

Dates (Include dates attended and/or expected graduation date) _____

City/State _____

Relevant Coursework _____

University Attended _____

Degree _____

Minor _____ GPA (Optional) _____

Honors _____

Dates (Include dates attended and/or expected graduation date) _____

City/State _____

Relevant Coursework _____



Experience

Place of Employment _____ Title _____

Dates (include semester/year or months/year) _____

Location (city, state) _____

Responsibilities/Accomplishments

Place of Employment _____ Title _____

Dates (include semester/year or months/year) _____

Location (city, state) _____

Responsibilities/Accomplishments

Place of Employment _____ Title _____

Dates (include semester/year or months/year) _____

Location (city, state) _____

Responsibilities/Accomplishments



Place of Employment _____ Title _____

Dates (include semester/year or months/year) _____

Location (city, state) _____

Responsibilities/Accomplishments

Volunteer Experience

Activity _____ Position _____

Date(s) _____ City, State _____

Responsibilities

Activity _____ Position _____

Date(s) _____ City, State _____

Responsibilities

Activity _____ Position _____

Date(s) _____ City, State _____

Responsibilities

Campus Involvement

Activity _____ Position _____

Date(s) _____ City, State _____

Responsibilities



Activity _____ Position _____

Date(s) _____ City, State _____

Responsibilities _____

Activity _____ Position _____

Date(s) _____ City, State _____

Responsibilities _____

Achievements/Accomplishments/Awards

Award _____

Award _____

Award _____

Licensures (Current or Pursuing)

License _____

License _____

License _____

Certifications

Certification _____

Certification _____

Certification _____

Professional Development/Trainings Attended/Conferences Attended

Training _____

Training _____

Training _____

Training _____



STUDENT SUCCESS CENTER
JACKSONVILLE STATE UNIVERSITY

Hard Skills

Skill _____	Skill _____
Skill _____	Skill _____
Skill _____	Skill _____

Soft Skills

(Emphasize competencies and skills that you would want a potential employer to know about you.)

References

Name _____ Title _____
Company _____
Phone Number _____ Email Address _____
Street Address (Optional) _____
Relationship to Reference _____

Name _____ Title _____
Company _____
Phone Number _____ Email Address _____
Street Address (Optional) _____
Relationship to Reference _____

Name _____ Title _____
Company _____
Phone Number _____ Email Address _____
Street Address (Optional) _____
Relationship to Reference _____