Resume Writing Outline

_____
(Your Name)

_____
(Use one line to list your mailing address, OSU e-mail address, and phone number with area code.)

EDUCATION

Bachelor of _____* **The Ohio State University** **Columbus, Ohio**
Major: _____ **Expected Graduation:**_____
Minor: _____ *(if applicable)*
*(*What type of degree will you obtain; e.g., B.A., B.S., B.F.A.? Include your overall or major GPA if above a 3.0. Study abroad programs, academic honors, and relevant courses can be added here, too.)*

RELEVANT EXPERIENCE

(List most relevant experiences first. This section can include part-time and full-time jobs, internships, volunteer leadership positions, course projects, etc. Focus on experiences that relate to your objective.)

Company Name City, State
Position Title Time Frame
_____
_____
_____

Company Name City, State
Position Title Time Frame
_____
_____
_____

(An ADDITIONAL EXPERIENCE section, for positions less related to your objective, may be listed next. List experiences in reverse chronological order, following the same format as above.)

RELATED SKILLS

_____
_____

ACTIVITIES

(List involvement with fraternities/sororities, advisory councils, student organizations, athletics, etc.)

_____
_____

HONORS & AWARDS *(Academic honors can be listed here or under Education, but do not duplicate items.)*

_____
_____

VOLUNTEER WORK

(Volunteer positions can be listed here or within an Activities section. If directly related to your objective, they should be included in your Relevant Experience section and not duplicated here.)

_____
_____

This document is a STARTING POINT for preparing a resume. As a next step, consider the best way to format <u>your</u> resume, including which sections can be merged and/or re-ordered. More resume writing resources, along with the walk-in schedule for resume critiques, are found at asccareerservices.osu.edu.