

Full Name

City, State Zip Code | email address (non-Sage for job search) | phone number | (optional linkedin link)

Education

Degree name (ex: Bachelor of x in y), Graduation Month and Year

Russell Sage College, city/town, NY

(**optional**: *Minor in...*; Dean's List: semester and year; X Cum Laude; GPA (3.5 or higher))

(**Optional**: ***Previous Degree - NOT highschool***), Graduation Month and Year

School name, city/town, State

Relevant Coursework (optional)

Should be (1) line of most relevant classes, educate the employer on classes that they might not be aware of that are relevant to that job. Not needed if your degree is in that field (ex. don't need to include your nursing classes if your degree is in nursing since it is expected)

Relevant Experience (should be in chronological order or in order of most relevant → you can also target this section's name for what you are applying such as "Customer Service Experience, Healthcare Experience etc, and create a section for Additional Experience if necessary for jobs that are not as relevant)

Job position held, company name, city/town, state

Month and year when you started working-present (or month and date you stopped working)

- Fluffy bullet points - include 2-5 for each, correct present or past tense, think quantifiable (#, %, \$) and specific with adjectives and verbs. (← you can choose to use a period here or not, just be consistent)

Certifications (optional - may be relevant for some majors/jobs, ex: nursing)

Certification name, company received certification from, Month and Year received-present (or expiration date) (→ you can also include this section before your work experience)

Campus Involvement (optional)

Position held (ex member, secretary, etc), organization/club on campus, city/town, state

Month started-present (or when you stopped being involved)

- What you did in the club to participate, sometimes you can even not include any bullet points if it's not relevant

Volunteer Experience (optional)

Volunteer position name, organization, city/town, state

Month and year participated (can include more than one if it is a once a year thing)

- What you did in this position, sometimes you do not need to include any bullet points if not relevant

Professional Association Memberships (optional, can combine with certifications, just say so in the heading (ex certifications and memberships)

Member, organization, month and year started-present (or month and year you stopped)

Awards and Honors (optional)

Award won, competition/organization/etc, city/town, state, month and year you received the award

Honor, organization, city/town, state, month and year you received the honor

Skills (optional, but should be HARD SKILLS - not soft skills)

Ex: Proficient in (insert computer software); Fluent in (insert language)