UMF Career Services

**Resume Template (delete this header when using this template)**

*Got questions? Go to* [*http://www2.umf.maine.edu/careers/resume-toolbox/*](http://www2.umf.maine.edu/careers/resume-toolbox/) *for examples and advice.*

**First & Last Name here**

Street Address Email address

City, State, Zip code Phone # with area code

LinkedIn URL - if available

**Summary of Qualifications**: list your general qualifications for the position to which you will apply. For example: Sensitive and caring professional with a positive attitude toward staff, patients, and their families.

**Education:** University’s name; City, State

Major & minor, for example, B.A. Psychology, minor in History; Graduation: Year

GPA: 0.00, Latin Honors or Dean’s List Recipient *NOTE: If GPA is over 3.0, write in; if not, do not include*

Education majors list certificate eligibility here

**Experience:** Position, Start & end date (if presently working, type “present.”) *NOTE: List most recent first.*

Company or organization name or whom you served, City, State

* + - What work did you accomplish? #1
    - What work did you accomplish? #2
    - What work did you accomplish? #3

**Volunteer** Position, Start & end date (if presently volunteering, type “present.”)

**Experience:** Name of company or organization, City, State

* + - What work you accomplish? #1
    - What work you accomplish? #2
    - What work you accomplish? #3

**Activities/Leadership Positions:** Name of activity, position held, Start & end date (if presently involved,

type “present.”)

**Language Skills:** Do you speak a second language?How proficient are you?

**Software Skills:** Are you skilled in MS-Office? Excel?,What level?

**Certifications:** List all certifications currently held, for example, CPR, First Aid, etc.

**Conferences/Research/Presentations:**

Write in the date and the name of conference attended, presentation conducted or significant research. If you have presented at Symposium, please list.

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LinkedIn URL - if available

**References:**

First & Last name of reference, Title

Company name

Phone, Email address

First & Last name of reference, Title

Company name

Phone, Email address

First & Last name of reference, Title

Company name

Phone, Email address