



Ready Reference E-8 Sample Resume Framework

Here is a simple model to help in developing your resume. Remember, there are many different resume formats.

Local Address
City, State Zip
Phone

NAME

Permanent Address
City, State Zip
Email Address

OBJECTIVE Name the position you are seeking

EDUCATION

Bachelor of Science in area of study
School Name, City, State
expected month, year
GPA:

EXPERIENCE

Your job title
Most recent Organization Name, City, State
month, year – month, year

- List your proudest accomplishment for this job.
- Give a brief sentence starting with an action verb that describes the work you did.
- Give another brief sentence, using a different verb that describes a different aspect.

Job title
Next most recent Organization Name, City, State
month, year – month, year

- Proudest accomplishment
- Action verb sentence
- Alternative action verb sentence

ACTIVITIES

Organization Name
Position in Organization
month, year – month, year

- Duties and leadership experience

Organization Name
month, year – month, year

- Events the organization puts on

Organization Name
month, year – month, year

SKILLS

List any skills required for your occupation
You might list computer skills
Any certifications