Guidelines for a Résumé

Please remember to keep it to one page. Select your options carefully

Name, Address, phone, e-mail

There is NO NEED to put here your "goal" or "Purpose." It is taken for granted that you are applying either to the Post Baccalaureate program or to the Graduate program.

Education

Dates of Graduation : Degree, Major and College

Awards

Dates Name of Award

Work Experience: (Start with most recent)

Dates Locations –
Dates Locations –
Etc...
Please keep job descriptions to a minimum

Volunteer Experience: (Start with most recent)

Dates Locations/Agencies
Brief description

Other Activities OR Hobbies/Interests