

Sample Resume Only; other formats are acceptable

**FULL NAME**

Permanent Address  
Telephone number

College Address  
Telephone number  
Email address

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**EXTERN OBJECTIVE (optional)** In this section you should briefly describe what you hope to experience or observe and what skills you wish to develop.

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**EDUCATION** In this section you need to give a complete educational history. Name of institution, years attended. List the major(s) degree you are currently pursuing. List any minors.

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**EMPLOYMENT** In this section you should list your employment history, including internships you have completed.

<b>Job title</b> Organization name	Dates of Employment City, state
Responsibilities and accomplishments	

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**SKILLS AND INTERESTS**

Dates

Bullets and/or columns may be used  
List interests and skills that specifically relate to your career goals or externship  
List interests within your major  
Include any computer skills, training or certifications that might be applicable

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**HONORS AND AWARDS**

Dates

Bullets and/or columns may be used here to create an attractive list.

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**EXTRACURRICULAR ACTIVITIES**

Dates

Include organizational involvement, leadership responsibilities (offices) and volunteer experience(s).