

Focus Areas	Must Have	Optional	DO NOTs
Header**	Name Preferred Address Phone Email	Website Link LinkedIn Personal Profile Group Project URL	Refrain from using an email address with an inappropriate name. Use your ONID instead.
Objective/Personal Statement		Specific career direction Employment Opp.	Do not state that you are applying to make money.
Education**	College Major/Minor Type of Degree Expected Graduation Date	GPA (if above 3.0) Certification/Licensing Specific Relevant Course work (higher level courses 300+ or specialized courses)	
Experience**	Functional or Chronological Dates Company Name Location Job Title Job Description (bullet pointed)	Add Position Growth/Promotion/Responsibilities (bullet pointed)	Personal Pronouns

Optional Focus Areas	Must Have	Optional	DO NOTs
Honors/Awards/Activities	Award Title Year	Short Description	Refrain from using anything from high school UNLESS it is specifically relevant to your career path, or it's been over two years.
Additional Skills (computer, software, language)		List the skill; explanation. Note: Can include further explanation in cover letter. Also highlight it in your experiences/activities section	

Certifications/Licensing	Name of Organization Date Received Expiration Date Note: Should be specific to the job you are applying (i.e. Being CPR certified for a daycare position.)		
Projects/Research/Publication	Title Supervisor (PI) Year and Length	Short Description	
SEPARATE Reference Page	Name Contact Information (phone, email & work address) Position Title Relation to the reference		

****Font Sizes: Name: 16-18 (Bold)**

Contact Information: 10-12

Focus Area Headers: 14

General Text: 11-12

Font Styles: Arial, Tahoma, Century Gothic and Lucida Sans