

BASIC RESUME-STARTER OUTLINE

Instructions: Do not use formatting or templates. List information in simple format so that it can be easily reviewed and arranged into the final document (using tabs is acceptable under the headings which request columns and/or bullet points).

Name
Address
City, State Zip
Phone
E-mail

Heading

Objectives Identify:
Desired position,
Company name and
2-3 transferable
skills you would
use relevant to
this position

Objective

Display skills or
abilities that
match or fill the
demands of the
position.

Knowledge and Skills

Use single-word
descriptions like
Word Excel
60 WPM Fax

Tab to form
short columns

Use reverse
chronological
order.

Work Experience

For each, List:
Co. Name,
City, State Zip
Title
Employment dates

Below each item
use bullet points
to list the duties or
responsibilities
of each position.

Include internships
here.

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List in reverse
Chronological
Order:

School name
City, State
Degree & Major
Expected date of
completion

List completed
courses relevant to
position. Use
course name. It
is appropriate to
use tabs to
create columns
like in the skills
section.

Cite academic or
Professional
Recognition/awards
In reverse
chronological order

List:
Title of award
Name of org.
Date of award

List positions held
in groups or orgs. In
or outside of DU.
List:
Organization Name
Position Held
Dates of affiliation

Education

Relevant Coursework

Awards and Recognition

Activities/Leadership/Community involvement