**SAMPLE RESUME #1 – Optional format with no objective**

Your Name

Street Address • City, State, Zip • Telephone number • E-mail

**EDUCATION**

University of California, Santa Cruz Santa Cruz, CA Master of Science in Applied Economics and Finance Expected June 2017

Current GPA

 List any honors or awards

 Thesis or special project title can be listed here

Related Course Work (Add left tabs at 4 1/4 and 4 1/2)

• Course Name • Course Name

• Course Name • Course Name

List Undergraduate College or University City, State

Degree Date Received

• Related awards or honors can be mentioned here

**RELATED EXPERIENCE**

Name of Company City, State

Title Dates

• Information about what you did and accomplished

• Start each phrase with action words

• If job is current use present tense - If job is over use past tense

Name of Company (Don’t forget academic experience) City, State

Title Dates

• What you did for company or client

• More information about what you did

Prior Title (if you have held two different positions at the same company) Dates

**ADDITIONAL EXPERIENCE**

Name of Company City, State

Title Dates

Name of Company City, State

Title Dates

**ACTIVITIES**

• List extracurricular activities and volunteer work here

**SKILLS**

Computer: Knowledge of PC and Macintosh formats: Word, Excel, PowerPoint, Dreamweaver, FileMaker Pro

Languages: Fluent in Chinese, basic knowledge of French

**HONORS AND AWARDS**

 List any relevant honors or awards

**SAMPLE RESUME #2 – Optional format for people with extensive full time experience**

Your Name

Street Address • City, State, Zip • Telephone number • E-mail

QUALIFICATIONS

• Eighteen years of varied industry experience in senior level corporate communications

• Demonstrated management leadership ability with staff and budgets

• Sole spokesperson, lobbyist, and avenue of last resort for internal and external conflict resolution

• Possess strong resilient sense of confidence

• Superior written, verbal and interpersonal communication skills

• Provide strategy, counsel and guidance to CEO and senior management

PROFESSIONAL EXPERIENCE

Name of Company City, State

Title Dates

• Information about what you did and accomplished

• Start each phrase with action words

• If job is current use present tense - If job is over use past tense

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Name of Company City, State

Title Dates

• What you did for company or client

• More information about what you did

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Prior Title (if you have held two different positions at the same company Dates

•

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Name of Company City, State

Title Dates

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Name of Company City, State

Title Dates

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EDUCATION

University of California, Santa Cruz Santa Cruz, CA Master of Science in Applied Economics and Finance Expected June 2017

Current GPA

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SKILLS

Computer: Knowledge of PC and Macintosh formats: Word, Excel, PowerPoint, Dreamweaver, FileMaker Pro

Languages: Fluent in Spanish, basic knowledge of French