

Student Resume

- > A great resume is an essential tool for landing a good job or applying to an institution of higher learning.
- > There are multiple formats to choose from and many can be completed using online resources that are free.
- > The necessary components to be included are:

General Information: Full Legal Name, Address, Phone Number, email address

Specific Components: Career Objective, Education, Extracurricular Activities, Employment Experience, Volunteer Experience, Awards Received, and References (Names of at least three personal references with addresses and phone numbers).

Listed below are several online resources that can be utilized to complete your resume.

1. Resumebuild.com - <https://resumebuild.com/>
2. Resume.com - <https://www.resume.com/>
3. Select Help Tab in Microsoft Word > Type in “resume” there are free tools that allow you to construct a quality professional resume.