

Resume Sample

First Last

Town, ST

Phone Number

Email

Linkedin | Portfolio <Embed links to these if you have them.>

Statement:

Two to three sentences detailing who you are and your career objective, or future ambitions. Do so without using "I" statements.

Skills:

List hard skills only, not soft skills. They should be relevant to the job that you are applying to.

Education:

Degree (e.g. B.S. or B.A.) of Major, Husson University, Bangor, ME

Expected Month Year

Certificate of Name, Husson University, Bangor, ME

Expected Month Year

***Relevant Courses:** Include this section if you need to fill space on your resume or do not have relevant experiences. Do not list general education, only list relevant courses.*

Honors & Awards:

Academic List, consecutive semesters

Year - Year

Relevant Experience: <List experiences in reverse chronological order.>

Job Title, Company Name, Town, ST

Month Year - Present

- Provide three to five bullets for relevant experiences, and two or three for the less relevant experiences.
- Include the skills you developed from completing tasks, rather than listing the tasks.
- Do not use "I" statements in these bullets.
- Include experiences that are most relevant, and consult with Career Services with questions.
- Feel free to utilize this sample to model your draft.

Job Title, Company Name, Town, ST

Month Year - Month Year

- Bullet #1
- Bullet #2

Job Title, Company Name, Town, ST

Month Year - Month Year

- Bullet #1
- Bullet #2

Leadership, Athletics, Volunteerism: <Use whichever header makes the most sense for you>

Club, Sport, or Volunteer Work, Location

Month Year - Month Year

Baldwin Husson

Bangor, ME

012 - 345 - 6789

hussombaldwin@gmail.com

[Linkedin](#) | [Portfolio](#)

Statement:

Emerging [major] professional with [relevant job or school experience]. Noted for [skills being developed that regard the position]. Has personal interest in [personal interest and ambitions].

Skills:

[List skills]

Education:

Bachelor of [Science/Art] in [Major], Husson University, Bangor, ME

Expected May 2026

Certificate of [Certificate Name], Husson University, Bangor, ME

Expected May 2026

Relevant Courses: [List courses]

Honors & Awards:

President's List, consecutive semesters

May 2022 - Present

Relevant Experience:

Mascot, Husson University, Bangor, ME

Jan 2025 - Present

- Collaborated with [relevant team members] to support [function or team], improving [outcome or goals].
- Used [skill] to [complete a task and task], resulting in [positive outcome].
- Performed [task], [task], [task], resulting in [skills developed].
- Managed [materials or people] in a high-intensity environment, using [systems or software utilized].

[Job Title], [Company Name], [Town], [ST]

Jan 2024 - Dec 2024

- Developed [skill] and [skill] through [task] and [task].
- Attended [conferences, meetings, or training] on [skills developed] and [learning outcome].

[Job Title], [Company Name], [Town], [ST]

Jan 2023 - Dec 2023

- Completed [task] and [task] while [list skills developed].
- [Task completed], [task], [task] and ensured [proper processes] according to [regulatory standards].

Leadership, Athletics, Volunteerism:

Treasurer, Husson Eagle Club, Bangor, Maine

Jan 2023 - Present

Husson Eagle Sport, Bangor, Maine

Aug 2022 - Present

Humane Society, Bangor, Maine

Nov 2020 - Aug 2022