***\*Student Teachers:*** *remember that a copy of this resume will be sent to each of your cooperating teachers. The purpose is for them to get to know you better, so include all of your educational interests and experiences.*

**Education**

## Eastern Mennonite University, Harrisonburg, VA Expected Graduation May 20xx

Major: Your major Minor: Your minor GPA: If 3.0 or over

List Scholarships, Dean’s List, Cross Cultural, etc.

**Course Highlights** (optional category to highlight specific related courses if needed)

Course Title Course Title Course Title

Course Title Course Title Course Title

**RESEARCH PAPERS / PROJECTS** (optional category good for grad school or if research relates well to your field)

* *Title*, Description (Date)
* *Title,* Description (Date)

**RELATED EXPERIENCE**

*Most Recent Job or Internship Title*, Organization, City, State Dates

* Identify and promote your skills – quantify and show your impact vs. just listing responsibilities
* Several bulleted phrases emphasizing most relevant responsibilities for position to which applying
* Begin phrases with action words (achieved, initiated, directed, built, completed, innovated, etc.)

*Second Most Recent Job or Internship Title,* Organization, City, State Dates

* Do not use first person pronouns or periods and be consistent with use of tense, etc.
* Use keywords from position description as much as you are able
* Put titles in reverse chronological order (most recent first, work backward)

*Third Most Recent Job or Internship Tile,* Organization, City, State Dates

* Content in related experience category can include anything related to your field – employment, volunteering, internships, etc. (doesn’t just have to be paid jobs)
* Focus on experiences most relevant to your field

**Additional Work Experience**

*Most Recent Job Title,* Organization, City, State Dates

*Second Most Recent Job Title,* Organization, City, State Dates

*Third Most Recent Job Tile,*Organization, City, State Dates

**ADDITIONAL CATEGORIES OF YOUR CHOICE**

* Could be called Leadership and Activities, Professional Memberships, Certification and Training, Professional Development, Community Service, International Experience, etc.
* Focus on highlighting information most relevant for the position you’re seeking
* For current students or new grads, start with Education, then list most related categories in order from top to bottom