CREATE A PROFESSIONAL RESUME

Sample Resume

THOR ODIN

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Education

Associate in Applied Science
Northeastern Oklahoma A&M College
Major:
GPA: *(Tip: only list your GPA if it is over 3.0)*

Anticipated Graduation: May 2017
Miami, OK

Related Coursework

- Add classes related to the position you are applying for
- Include the class title without the course number
- Limit your list to 4-6 classes

Related Experience

Title
Name of Employer

January 2016-Present
City, ST

- Use 3-5 brief, bulleted pieces of information to describe your responsibilities and achievements
- Use action verbs to start each line and describe your experience
- Not all experiences must be included; select those with the most relevance for the position you are seeking
- It is important to highlight transferable skills. For example, a job in retail may indirectly contribute to your communication and marketing skills.

Other Experience

Youth Baseball Coach
Miami Little League

May 2016-July 2016
Miami, OK

Use this section to show work experience that may not be related to the position you are applying for. This is still important to show you have work experience in addition to internships, projects, or related work.

Honors and Memberships

- Dean's Honor Roll: Fall 2014, Spring 2015, Fall 2015, Spring 2016, Fall 2016
- NEO Phi Theta Kappa, Secretary, 2015-Present

Volunteer Experience

Volunteerism and community service is important to employers. Employers like to see long term commitments more than listing many places you have volunteered with on a single basis.

- Habitat for Humanity, Volunteer, 2014-2016
- Miami Animal Shelter, Volunteer, 2012-Present

*This document serves as a reference for formatting a resume. Your resume should contain your personal information.

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