**BASIC Resume: Limited Experience**

Legal Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Street Address

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City, State, Zip

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone with area code

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Professional email

**EDUCATION**

*Name of degree/certificate/license* Date graduated

Name of granting institution, City, State

**GENERAL QUALIFICATIONS** (3 to 5 bulleted statements highlighting your general *transferrable skills*)

* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**EDUCATIONAL PROGRAM EXPERIENCE**

* Completed coursework in areas of: list topics covered by classes completed
* Description of approach to learning/lab experience (ex. Displays positive attitude and willingness to learn)
* Description of how works with classmates/instructor (ex. Contributes to the team in order to accomplish tasks/Able to focus in order to work independently)
* Description of responsibility/duty

**Other possible section titles**

**RELATED PERSONAL INTERESTS**

**RELATED VOLUNTEER EXPERIENCE**

**LEADERSHIP EXPERIENCE**

**RELATED AWARDS AND HONORS**

**WORK HISTORY** Dates employed

**REFERENCES**

**First/Last Name, Person’s relationship to you**

Name of Organization, Job Title

Phone

Email