Rammy W. Chester

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EDUCATION
West Chester University of Pennsylvania, West Chester, PA
Bachelor of (degree) in (major), May 20xx
- GPA: 3.## (include if 3.0 and above)

Relevant Coursework (optional): Highlight 4-8 relevant courses. Courses should showcase subject knowledge or professional skills; a course list can provide added content if you have less experience. List descriptive course names, not course numbers.

(RELEVANT), (PROFESSIONAL) or (EXPERIENCE)
Organization Name, City, State

Position title, Month/Year - Month/Year
- May include paid or unpaid full-time and part-time jobs, internships, student teaching, volunteer positions, and other activities in which you developed relevant skills
- List all experiences in reverse chronological order
- Use bullets to answer: what you did, how you did it and why you did it
- Use action verbs to describe your responsibilities (present tense for current positions and past tense for previous experiences)
- May have more than one experience in this section

(ADDITIONAL) EXPERIENCE
Organization Name, City, State

Position title, Month/Year - Month/Year
- May not have as many bullets but still valuable work where you gained transferable skills, such as communication, customer service, and teamwork

(ACTIVITIES) or (CAMPUS INVOLVEMENT)
- Begin this section with any WCU clubs/organizations; this section should also be in reverse chronological order, include dates
- List any positions and/or significant responsibilities, if applicable

ADDITIONAL CATEGORIES
- Other common sections of a resume include: Volunteer Experience, Publications, Presentations, Honors and Awards, Professional Associations, and Interests
- Create your own category (e.g., Leadership Experience, Teaching Experience) if you have multiple experiences in one area

SKILLS
Usually a brief list of computer software applications you use, languages you can speak/write as well as your level of proficiency, or areas of certification relevant to your field (e.g., C.P.R.).

REFERENCES *(Do not put "References Available Upon Request" on your resume; this wastes a line of space)*
- Create a separate page for listing your professional references, typically listing 3-5 individuals including: name, title, organization, address, phone and email.
- If their relationship to you is not clear by the title, consider indicating their professional relation to you.