



GRADUATE PROGRAMS

OSU Center for Health Sciences

Simple Sample Resume

Here is a simple model to help in developing your resume. Remember, there are many different resume formats.

City, State Zip
Phone

NAME

Email Address
LinkedIn Profile Link

OBJECTIVE Name the position you are seeking

EDUCATION

Bachelor of Science in area of study
School Name, City, State

expected month, year
GPA:

RELEVANT EXPERIENCE

Your job title
Most recent Organization Name, City, State

month, year – month, year

- List your proudest accomplishment for this job.
- Give a brief sentence starting with an action verb that describes the work you did.
- Give another brief sentence, using a different verb that describes a different aspect.

Job title
Next most recent Organization Name, City, State

month, year – month, year

- Proudest accomplishment
- Action verb sentence
- Alternative action verb sentence

ACTIVITIES

Organization Name
Position in Organization

month, year – month, year

- Duties and leadership experience

Organization Name

month, year – month, year

- Events the organization puts on

Organization Name

month, year – month, year

SKILLS

List any skills required for your occupation. You might list software and program skills. Any certifications. Maybe mention specific classes you took in your education that taught you valuable skills or provided certain experience.