

Figure 1, Resume Template: Reverse Chronological Resume:

**FIRST NAME MI. LAST NAME**

Mailing Address, City, State, Zip Code (A/C) Phone Number e-mail address

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**Objective:**

Briefly and succinctly, state the type of job and the industry you prefer.

**Education:**

**University of Hawaii at Hilo\***  
BA/BS, Major Field of Study  
GPA: (list if 3.0 or above)

May 200X

*\* If your Major Field of Study is closely related to your objective, place that above University of Hawaii at Hilo and bold it (in that case do not bold UHH).*

Include amplifying remarks that may strengthen your competitiveness. You may mention courses, independent studies, work commitments, scholarships, etc.

**{ } Skills:**

\* Preface your skills title with an industry-specific title such as "MARKETING SKILLS".

Summarize any industry-related experience, technical, language, communication, or transferable skills that you possess.

**{ } Experience:**

\* Preface your experience title with an industry-specific title such as "SALES EXPERIENCE".

**Position Title** (Most recent first)  
FIRM/AGENCY, City, State

dates

- Accomplishment Bullets (How you made a difference at this organization)
- Minimize listing duties and tasks – describe how you made a difference
- Try to generate three or more bullets for each position in this section

**Leadership Experience:**

If you have any leadership experience whether elected, appointed, or simply assumed, describe it as if it were a job. Employers come to UH Hilo to recruit the future leaders of their company. Give yourself an appropriate title and follow the format suggested above.

**Position Title** (Most recent first)  
CLUB/AGENCY, City, State

dates

- Accomplishment Bullets (See "Generate an Accomplishments List" exercise)
- Avoid simply listing duties and tasks – describe how you made a difference
- Try to generate three or more bullets for each position in this section

**Related Experience:**

As a general rule, if it is honest work, it is "Related" to your objective. If you lack space or accomplishment bullets, you may simply want to list the position title, firm or agency & dates.

**Activities And Honors:**

List any academic or other honors that you have earned, community activities, organizational activities that are not substantive enough to be listed under "Leadership Experience".