



## 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  
• Duties and leadership experience

month, year – month, year

Organization Name  
• Events the organization puts on

month, year – month, year

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.