*Industry Resume Template*

**Name**

**Address**

**Phone – Email**

**(OBJECTIVE): *purposeful*** *objective*

**(QUALIFICATIONS)**

* Skill set/unique information to highlight
* Skill set/unique information to highlight
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**EDUCATION (moves to the end after 4-5 years of work experience)**

Most recent/current schooling dates

Degree, department

(Dissertation title; course/degree descriptions)

Previous schooling dates

Degree, department

**EXPERIENCE (may specify: “leadership experience”, “work experience”, etc.)**

Title, company/school/organization, city, state dates

Description (Note: your research assistantship is now considered “experience”)

Title, company/school/organization, city, state dates

Description (Note: your teaching assistantship is now considered “experience”)

**SKILLS (may call “additional information”, “relevant skills”, etc.)**

*(Technical)*

*(Lab)*

*(Leadership)*

*(Language)*

*(Computer)*

**(PUBLICATIONS)**

Bibliographic format

Bibliographic format

**(PATENTS)**

Item, date, number

**(PROFESSIONAL ASSOCIATIONS**)

Title, association

Title, association

**(FELLOWSHIPS AND AWARDS)**

Name, (significant info., amount), date

Name, (significant info., amount), date

**(PERSONAL INTERESTS)**

Personal achievements, unique interests (e.g. “completed Boston Marathon”)