

This sample is provided as a guide for organizing your resume.

First Name Last Name  
Land Grant University  
Box 12345  
City, State 02138  
123-456-7890  
amatthews@harvard.edu

**OBJECTIVE** - This is about what you want to do

To contribute my education and health management skills in a position with a growing and dynamic firm.

#### **EDUCATION**

##### **BACHELOR OF SCIENCE**

Land Grant University, May 2004

Major: Health Sciences

**RELEVANT COURSES** - These should relate to what your career objective is about

Health Policy

Organizational Analysis and Health Care

Health Care Management

#### **Health Management Skills**

Breast Cancer Foundation.

Functioned as Public Health Representative for the Cambridge Area Public Health Administration.

Coordinated, Harvard University Public Health Awareness Week, 1996, 1997.

#### **Communications Skills**

Served as a phone-a-thon caller on several occasions, soliciting donations from alumni and parents

Volunteered for a political campaign, distributing literature door to door, fielding questions and making phone calls to local constituents.

#### **Management Skills**

Coordinated efforts between customer needs and group personnel.

Designed all market research analysis and projects for our client.

Presented market research results to client with suggestions of implementation.

#### **Leadership Skills**

Participated in Youth Leadership, a group dedicated to developing leadership skills

Served as formal/social coordinator for my sorority program council.

#### **Systems Abilities**

Microsoft Office

HTML/Web Publishing

PageMaker

Enclosure: resume