

**RESUME TEMPLATE:** Your resume should include the following information:

Name ( First, Middle, Last)	
EMU Student Number	
Eastern Michigan University Email Address	
Address(s) [street address, city, state, zip]	
	Permanent address
	Local Address (if different from permanent one)
Phone Number(s)	
	Permanent
	Cell
	Work
Secondary Education	
	Listing of all past and present secondary institutions attended (list most recent first, in reverse chronological order)
Work Experience	
	List all past and present work experiences (list most recent first)
OPTIONAL	
	The following is optional – provide on resume as applicable:
	Volunteer or service learning experiences – Listing all past and present volunteer or service learning experiences (list most recent first)
	Extra-curricular activities
	Awards and honors received
	Special skills: knowledge of technology, special certification or skills acquired (e.g. teaching, coaching)
	Conferences, seminars or continuing education programs attended (list most recent first)
	Other information that might be helpful in evaluation