

QUEENSBOROUGH COMMUNITY COLLEGE/CUNY
Department of Student Affairs – Office of Career Services

RESUME FORMAT

NAME
Address
Telephone Number

OBJECTIVE To secure a position as (enter position name)

EDUCATION **Queensborough Community College**
The City University of New York, Bayside, NY
Associate in (Applied Science, Arts, or Science,) Curriculum,
anticipated numeric month/year of graduation
Awards and Honors: Indicate type, numeric month/year
GPA: (if 3.0 or higher)
Membership: Indicate position, name of group, year(s)

EXPERIENCE *(List your jobs in order beginning with the most recent experience include
volunteer work and internships.)*

Numeric Month/Year **POSITION**
Name of company, Town/City, State (use 2-letter abbreviation)
Provide a brief description of your job duties/responsibilities.

SKILLS *(Include only those skills applicable to your abilities.)*
List the software programs and systems you know.
List language(s) in which you are fluent, other than English.
List three or four adjectives that describe your strengths, i.e., hardworking,
strong communication skills, team player.

COMMUNITY SERVICE List position(s) held, name of organization, and dates of affiliation.

AFFILIATIONS List position(s) held, name of organization, and dates of affiliation.

INTERESTS List leisure-time activities: sports, cultural activities, and hobbies.