Attendees are encouraged to use the attached template to format their resume for employers to review during the vFairs event. Here are some helpful tips as you include your information:

* **Name and contact** **information** 
  + **Do NOT include** a picture, your date of birth, your marital status, your religion.
  + **Include** your name, phone number, email address, address.
* **Professional summary** 
  + List a few things that explain why you are a capable and reliable employee.
* **Skills and abilities**
  + List your technical skills (project management, computer programming, data analysis, etc.) and soft skills (communication, teamwork, languages you speak, etc.).
* **Work Experience**
  + **Include** all relevant work experience starting with your current or most recent position and then adding the others in chronological order.

**Include** the main duties associated with this position.

* **Education** 
  + List the most recent educational achievements first and go backward in time from there.
* **Professional Certifications**
  + List any relevant certifications you hold (e.g. Registered Nurse license).

**First Name FAMILY NAME**

City, Country • Tel: + (XX) XXX XXXX • Email: [sample@email.com](mailto:sample@email.com)

## ­­­­­­­­­­­­­­­­­­­

## **Summary**

## Summarize your work experience and education. List any achievements/accomplishments.

## **Work Experience**

Date *Job Title* Employer City, Country

* + - Summarize main duties and responsibilities.

Date *Job Title* Employer City, Country

* + - Summarize main duties and responsibilities.

**Education**

Date Degree Title School Name City, Country

## **Relevant Skills**

* Skill Name: specific skills
* Skill Name: specific skills
* Languages:

###### **Professional Certifications**