

Due no later than one week before the start of the internship

**SAMPLE RESUME FORMAT**

*Name*

***Present Address:***

School Address  
School Phone

***Permanent Address:***

Home Address  
Home Phone

***Career Objective:*** (Director) of (Production Marketing) in the (Agricultural industry), starting in (sales) or (production). **Be specific, tailor to job applying for. Indicate short and long term goals.**

***Education:***

**Bachelor of Science, Date**

Western Illinois University, Macomb, IL 61455

**Major: Agriculture (Business)**

GPA: 3.0/4.0

**Concentration: (Horticulture)**

Major: 3.6/4.0

**Major Subjects: (Specific to this job)**

Pomology

Dendrology

Pathology (etc.)

***Related Work Experience:***

List each employer and give address--be specific about responsibility. Show promotions--initiatives taken.

***Other Work Experience:***

Be specific about responsibility--show initiatives taken.

***Activities:***

Show programs initiated or other evidence of responsibility and interaction with people and communication skills. Be selective, a long list of activities without contributions may not be useful.

***Skills:***

Show all special skills, abilities, licenses, certificates, etc.

***Honors:***

Awards, recognitions, etc.

*Name****Present Address:***

School Address  
School Phone

***Permanent Address:***

Home Address  
Home Phone

***References:***

(3 minimum)

1 Faculty reference

1 or 2 Employer references (non-relative)

1 Character reference (non-relative)

Others up to five total. Be sure each is contacted and willing to write a favorable letter of reference for you. (These are to be shown on a second page headed by name and address as shown above).

Format: Title & Name

Complete business address

City, ST, ZIP

Business phone\*

Email\*

Ms. Emma Franks

2131 Hagemann Ave

Morning Sun, IA 52622

309.233.6776

[efranks@email.com](mailto:efranks@email.com)

Dr. Lonnie White

801 Post Oak Dr.

Rockdale, TX 77298

512.448.7721

[lwhite@email.com](mailto:lwhite@email.com)

\*cell phone numbers and email with reference permission