

First & Last Name (14pt-16pt font)

Professional Email Address • Phone Number • Portfolio, Website or LinkedIn Address (Optional)

EDUCATION

Southeastern Louisiana University

Bachelor of Science /Arts in Name of Major

Concentration, Second Major, Minor, Emphasis

Related Coursework, Study Abroad (optional)

City, State

Month and Year Received/Expected

GPA:XX/4.00

RELEVANT EXPERIENCE

Name of Company

Job Title

City, State

Month Year - Month Year

- Include 3-5 bullet points demonstrating skills you have gained through this position that relate back to the job description. Emphasize accomplishments over day-to-day tasks.
- Place an action verb at the beginning of a bullet point statement to make the statement impactful.
- Use quantifiers such as numbers, money amounts, or percentages whenever possible.

ADDITIONAL EXPERIENCE

Name of Company

Job Title

City, State

Month Year - Month Year

- Emphasize key skills that employers may want to see in your resume (sometimes found in job descriptions).
- Highlight your results and impact by reflecting on the purpose behind the action/task.
- Make sure to use past tense verbs to describe your experiences.

PROJECT EXPERIENCE

Name of Project

Name of Course

City, State

Month Year - Month Year

- Include 3-5 bullet points demonstrating skills you have gained through your project. Emphasize accomplishments over project tasks.
- Continue to place an action verb at the beginning of a bullet point statement to make the statement impactful.
- Feature a bullet point that describes your team collaboration and/or leadership skills if the project was within a group. If the project was a group project, note your specific contributions to the group.

CAMPUS & COMMUNITY INVOLVEMENT

Your title (if applicable), Club/Organization Name

Month Year - Month Year

- As an option, add 2-3 bullet points to describe your role in the organization. Focus your contributions to the organization and quantify whenever possible.
- Similar to the experience sections, begin each bullet point with a strong action verb.

SKILLS

List any skills in order of what most pertains to your field. Skills can be in computer software, laboratory, and technical. Language skills can be placed here as well. You can use a table here if it helps provide more space. Avoid using tables in other parts of your resume where order or dividing information matters so that your resume is read correctly by applicant tracking systems.

- | | | |
|-----------|-----------|-----------|
| • Skill 1 | • Skill 3 | • Skill 5 |
| • Skill 2 | • Skill 4 | • Skill 6 |

HONORS AND AWARDS

Name of Honor/Award/Grant

Month and Year Given