

# First and Last Name

(123) 456 – 7899 | [your@email.com](mailto:your@email.com) | City, St

## Education

### University Name

Degree, Major // ex: Bachelor of Science, Major: Computer Science

GPA: xx/4.0 // omit if below 3.4

Academic Honors: // ex: Dean's List (5 semesters), or any scholarships

Course Work: // any relevant coursework to the job you are applying to or any high-level coursework.

City, ST  
Graduation Month, Year

## Skills

Technical: // ex: Java, Python, C++, R, Kotlin, PostgreSQL, AWS Lambda, GitHub, GitLab

Soft Skills: // ex: Communication, Time Management, Problem Solving, Analytical Thinking, Writing, Independent

## Professional Experience

### Company Name

Position Held/Title

City, St  
Start Month Year-End Month Year

- Explanation of what exactly you did there, answering the following and **quantifying**:
- What did you do? How did you do it? Can you measure anything you did?
- Tie in at least one technical skill and one soft skill.

### Example Company

Software Developer

Austin, TX  
August 2022 – July 2023

- Designed and implemented a machine learning algorithm using python and TensorFlow that increased recommendation accuracy by 30%, resulting in a 20% boost in user engagement and a 15% rise in revenue.
- Spearheaded the migration of legacy systems to a microservices architecture using AWS (Step Functions, API Gateway, Lambda) allowing for 30% cheaper scalability.
- Led a cross-functional team in developing a new feature set that reduced customer onboarding time by 60%, enhancing the user experience and increasing customer retention by 25%.

## Leadership & Community Involvement

### Organization Name

Position Held // ex: President

City, St  
Start Month Year-End Month Year

- Explanation of what exactly you did

Position Held if more than one // ex: Treasurer

Start Month Year-End Month Year

- What did you do? How did you do it? Can you measure the outcome or quantify anything you did?
- Did you use any technical or soft skills? If so, what are they and how did you use them?

## Project Experience

### Course Name

Project Title

City, St  
Start Month Year – End Month Year

- What was the objective of your project? What were the results? Are there users? Was it hosted?
- What hard and soft skills did you use? Did anyone use the project after you finished?

### Course Name

Project Title

City, St  
Start Month Year – End Month Year

- What was the objective of your project? What were the results?
- What hard and soft skills did you use? Did anyone use the project after you finished?

## Certifications

- // ex: AWS Certified Cloud Practitioner

Month Year