BASE ROVER
Resume Template

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EDUCATION

University of Post Graduation   **City, State**
Degree Name   **Year**
- Cumulative GPA: 3.98
- Related Coursework: real-estate financing, criminal procedure, corporations
- Rover Resume Award

EXPERIENCE

Company ABC   **City, State (or Remote)**
Position Title   **Month Year - Month Year**
- Beginning with your most recent position, describe your experience, skills, and resulting outcomes in bullet or paragraph form.
- Begin each line with an action verb and include details that will help the reader understand your accomplishments, skills, knowledge, abilities, or achievements.
- Quantify where possible.
- Do not use personal pronouns; each line should be a phrase rather than a full sentence.

Company XYZ   **City, State**
Position Title   **Month Year - Month Year**
- XYZ method - Accomplished [X] as measured by [Y], by doing [Z].
- CAR method - Context, Action, Result. STAR method - Situation, Task, Action, Result.
- Be consistent with headers and sub-headers. i.e. either keep Institute name and Location as primary header in all instances or use Designation and Duration as primary header in all.
- Use the combination that would be most suitable for your situation. For eg. if worked in big/famous company then use that as primary heading, else if worked in big position in smaller company then use designation as primary heading.

CERTIFICATION & AWARDS

2023 Some programming bootcamp, Location.

2022 Forbes Top 15 Procrastinators under 15.

2021 Conducted workshop on family planning by abstainance in SomePlace.

SKILLS & INTERESTS

Technical List computer software and programming languages

Language List foreign languages and your level of fluency

Laboratory List scientific / research lab techniques or tools [If Applicable]

Interests List activities you enjoy that may spark interview conversation