

FIRST AND LAST NAME BOLD CAPS

Borough, City, State Zip Code

Email address

Cell and/or Home telephone numbers

Your branding or positioning statement goes here. Use times or Arial, no smaller than 10.5 and no larger than 12, for the text on your resume. In general, your resume should be one page in length, although there may be exceptions.

EDUCATION

Degree, Major, The City College of New York, Month and Year of Graduation

GPA: (only if 3.0 plus)

RELEVANT COURSEWORK

List courses in your major or other classes relevant to your field of interest. List and separate by commas or put them in 2-3 neat columns. Capitalize the first letter of each word except for words like of and, or, in.

QUALIFICATIONS

Technical Skills: List the computer applications, technology and software that you are proficient in here, ie AutoCAD, SSPS, Final Cut Pro, Microsoft Word, Excel, PowerPoint, etc. Engineering majors should delineate *Design Software, Operating Systems, Hardware, Programming Languages*, etc.

Key Skills: Humanities and Social Sciences majors should reflect Key Skills first, followed by Technical (Computer) Skills. Include skills that you possess that are related to the requirements of the position you are seeking.

Core Qualities: Include personal characteristics that you bring to the workplace, adjectives that describe you professionally. Some of your personal values may also be included here.

Languages: List any additional languages in which you are fluent or conversant here.

PROJECTS (Include if applicable)

Project Title: Write a brief description of relevant projects, such as senior projects, that you completed or are completing during your academic career. If efforts were part of a team, indicate that but also include your individual contribution. Include purpose, process, and project outcome. (Semester Year)

EXPERIENCE – (List positions in reverse chronological order)

Name of Position, Name of Department, Name of Organization, City, State Month/Year-Month/Year

- The bullets denote your accomplishments and the value-added contributions that you made while in the position.
- Use action verbs when describing your responsibilities. Accomplishments can be reflected quantitatively or qualitatively.
- Reflect accomplishments using as a percentage if applicable, indication reduction/decrease or improvement/ increase.
- If you developed, enhanced, improved, or re-designed a system, process, method, or material, explain the end result or reason why.

VOLUNTEER WORK

Name of the organization where you volunteered, Borough, state abbreviation

Month/Year-Month/Year

Your title

- Indicate duty or task.

AFFILIATIONS

Member, Name of Professional Organization, 2009 – Present

President, Name of Student Club, 2011

Volunteer, Name of Organization, 2009 – 2010

HONORS/AWARDS

Recipient, Name of Scholarship, Year of Receipt

Recipient, Name of Award, Department, Name of College, Year of Receipt