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When you don't have much work experience as a recent grad, a strong summary statement can help add valuable context to your application. Use this statement to communicate the career track you're pursuing, any specialties from your education or personal projects, and how you will contribute.

Degree, Graduation Year, GPA 3.8/4.0

College Name, Location

Education

- List course titles (not numbers) that are directly relevant to the job.
- Include details of the coursework or special projects that prove you have experience in your target industry.
- Include academic accomplishments like being on the Dean's List (Semesters, Years)
- List your most relevant fraternities/sororities, clubs, teams, etc.
- Include your role within the organizations. Tie information back to the job.

Skills

List skills that you've learned that are applicable to the jobs/industry you are applying for, there is most likely a new list of skills you've gained from your recent education/certification/classes for this industry you are now starting in! List the skills separated by commas like this: Skill 1, Skill 2, Skill 3, etc..

Relevant Industry Experience

Company 2, Location

Job Title

(MM/YYYY)-(MM/YYYY)

If you have industry-specific internships or work experience right out of college, consider separating it into its own section. Some applicant tracking systems might have trouble parsing this, but it will help recruiters home in on your most relevant experience.

Company 1, Location

Job Title

(MM/YYYY)-(MM/YYYY)

Take extra care to tailor these sections to the job with resume keywords, hard skills, and relevant accomplishments.

Additional Work Experience

If you have work experience that is completely unrelated to your new field post-grad, list it briefly here. Share transferable skills but don't feel the need to go into great detail.

Company, Location

Job Title

(MM/YYYY)-(MM/YYYY)