**NAME**

Location | Email | Contact details | linked.com/in/username

**WORK EXPERIENCE**

**COMPANY** *(Company details, optional) Location*

*Position Duration*

*Position Duration*

* This section regarding experiences has bulleted accomplishments, which provide examples of when you successfully used the skills employers are seeking. Make sure you have between 2 and 5 bullet points in each section.
* Your bullet points should start with a strong action verb, which then follow with an explanation of what you were doing, describe how you did it, and most importantly if applicable, any achievements. Statements should convey your strengths/proficiencies in one or more skills that intrigue the employer by showing examples of when you have used them.
* When writing about your experience, consider these questions: What was the result/outcome of your work? What were your accomplishments? How did you impact the organization? What skills/knowledge did you grow? How does this experience relate to your internship/employment goal?

**COMPANY**  *Location*

*Position Duration*

* Your bullet statements should be in proper tense, using –ed for past experiences and present tenses for current positions. Make sure that your writing is free of grammatical errors and punctuation.
* When including numerical achievements during your experiences, make sure to include (if applicable) the quantity, population, frequency, and impact of your work whenever possible.
* To make your resume flow, read it over. Check and see if it is easy to read with no overflowing of text. You should avoid the usage of different colors, multiple fonts, pictures, and brief/too dense information. Your resume should show who you are while being professional.

**LEADERSHIP**

**COMPANY**  *Location*

*Position Duration*

* This section is optional if you have various leadership experiences and other activities you want employers to know. By having multiple sections, it allows you to emphasize your most relevant experience.
* Positions within this section should be formatted similarity to previous experience sections, including bullet points if necessary.
* You may also include work experiences that may not be directly related to the job/internship you are applying to, but add to your credibility by exemplifying your past work experiences
* Example: Spearheaded redevelopment of internal tracking system in use by 125 employees, resulting in 20+ new features, reduction of 20% in save/load time and 15% operation time

**EDUCATION**

**UNIVERSITY Name** *Location*

*Degree Name Duration*

Major/Minor Cumulative GPA: 3.98/4.0 (GPA only if above 3.0); Dean’s List 2019-2020(If applicable)

**ADDITIONAL**

**Technical Skills**: (Use Targeted Resume to find keywords to add)

**Languages:** (If you are applying for position where Language is necessary)

**Certifications & Training:** Professional certifications

**Awards:** Awards / Recognition