**[SECTION 1A] NAME**[SECTION 1B] Location | LinkedIn| Phone | Email

**[SECTION 2] EDUCATION**

**University Location**

*Major/Course Dates*

* GPA[if 3.2 or above], Organizations, Coursework, etc.

**[SECTION 3] WORK EXPERIENCE**

**Company Location**

*Position Dates*

* 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 6 bullet points in each section.
* Your bullet points should start with a strong action verb, which then follows with an explanation of what you were doing, describing 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 Dates*

* 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.

**[SECTION 4] SKILLS & ADDITIONAL TRAINING**

Skills: These skills should be concrete and testable. These should not be soft skills like communication, organizational, and interpersonal skills, but instead incorporated into your bulleted accomplishment statements above. Interests: What type of additional training did you perform, or certificates did achieve?

**Instructions:**

Return a list [SECTION 1A, SECTION 1B, SECTION 2, SECTION 3, SECTION 4]

Where:

SECTION 1A is Name

SECTION 1B should be a list [Location, LinkedIn, Phone, Email]. If one of these is missing, just input a placeholder for example LOCATION.

SECTION 2 should be a list of education [number of sublists, sublist1, sublist2,…] . The first index represents how many entries/sublists there are and the following indices contain those work experiences in sublists. Each Education sublist should be of the form [University/School Name, Location, Major/Course, Dates, [a list containing GPA, organizations, coursework, etc]]. If there are none, make the first index 0.

SECTION 3 should be a list of work experiences [number of sublists, sublist1, sublist2,…]. The first index represents how many entries/sublists there are and the following indices contain those work experiences in sublists. Each Leadership experience sublist should be of the form [Company, Location, Position, Dates, Description of experience]

SECTION 4 should be a list of skills and additional training [number of entires, entry1, entry2,…] where the first index represents how many entries there are and the following indices contain those additional skill and additional training bullet points. If there are none, make the first index 0.

Remember, the resultant formatted list should ONLY have these 5 sections and NO MORE, no additional references or interests section for example. NOTHING else.

Ensure University/Company Name, Location, Dates, Degree/Position, Dates, Description of Entry are 5 seperate entries in each of the sublists in sections 2 - education, 3 - work experience, and 4 - leadership experience. If nothing can be found, just leave the placeholder 'EMPTY' for that empty section, but make sure 'EMPTY' is there for indexing purposes.

Since the result will be used in code directly, please put any comments you have as a 6th "section" in the list object directly. Ensure that the size of the resultant list is only these 5 sections and the additional comments section [SECTION 1A, SECTION 1B, SECTION 2, SECTION 3, SECTION 4].

Make sure not to skip closing any lists. Make sure all the '[' and their respective ']' match up.

Make sure not to skip over any entries for work experience, skills, and education sections. If there are 5 seperate entries that you can comprehend related to work experience for instance, add all five in line with the aforemtioned formatting rules.

Lastly, remember, the number of sublists/entries in each section should be the first index in that respective list, not its own entry (as the indexing to access the information depends on this consistency). Likewise, pleasure leave no code comments in between the list as well and return NOTHING but the list. No additional text outside the list.