

Your Name

Street Address • City, State, Zip • Telephone number • E-mail

EDUCATION

University of California, Santa Cruz
Master of Science in Applied Economics and Finance

Santa Cruz, CA
Expected June 2017
Current GPA

- ☐ List any honors or awards
- ☐ Thesis or special project title can be listed here

Related Course Work (Add left tabs at 4 1/4 and 4 1/2)

- Course Name
- Course Name
- Course Name
- Course Name

List Undergraduate College or University
Degree

City, State
Date Received

- Related awards or honors can be mentioned here

RELATED EXPERIENCE

Name of Company
Title

City, State
Dates

- Information about what you did and accomplished
- Start each phrase with action words
- If job is current use present tense - If job is over use past tense

Name of Company (Don't forget academic experience)
Title

City, State
Dates

- What you did for company or client
- More information about what you did

Prior Title (if you have held two different positions at the same company)

Dates

ADDITIONAL EXPERIENCE

Name of Company
Title

City, State
Dates

Name of Company
Title

City, State
Dates

ACTIVITIES

- List extracurricular activities and volunteer work here

SKILLS

Computer: Knowledge of PC and Macintosh formats: Word, Excel, PowerPoint, Dreamweaver, FileMaker Pro
Languages: Fluent in Chinese, basic knowledge of French

HONORS AND AWARDS

- ☐ List any relevant honors or awards

SAMPLE RESUME #2 – Optional format for people with extensive full time experience

Your Name

Street Address • City, State, Zip • Telephone number • E-mail

QUALIFICATIONS

- Eighteen years of varied industry experience in senior level corporate communications
- Demonstrated management leadership ability with staff and budgets
- Sole spokesperson, lobbyist, and avenue of last resort for internal and external conflict resolution
- Possess strong resilient sense of confidence
- Superior written, verbal and interpersonal communication skills
- Provide strategy, counsel and guidance to CEO and senior management

PROFESSIONAL EXPERIENCE

Name of Company	City, State
Title	Dates

- Information about what you did and accomplished
- Start each phrase with action words
- If job is current use present tense - If job is over use past tense
-
-
-

Name of Company	City, State
Title	Dates

- What you did for company or client
- More information about what you did
-

Prior Title (if you have held two different positions at the same company)	Dates
•	
•	

Name of Company	City, State
Title	Dates

-
-

Name of Company	City, State
Title	Dates

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