**FIRST NAME LAST NAME** (\* preferred name in parentheses)

City, State Zip | (206) 555-5555 | [firstnamelastname@email.com](mailto:firstnamelastname@email.com) | linkedin.com/in/personalized\_url

**SUMMARY (OPTIONAL)**

Use a summary statement to help add context. Include position you’re pursuing (e.g.: Seeking an internship position at COMPANY X), any specialty interests (e.g.: with a focus on renewable energy), and how you will contribute (e.g.: contributing a strong work ethic and positive attitude), timeframe (e.g.: Summer, 2022)

Example: Current computer science graduate student at the University of Dayton seeking the Software Development Internship for Summer 2023 with Intel to further enhance experience with programming languages such as C++ or Java while enhancing professional and organizational growth. Demonstrated knowledge with data structures, algorithms, and computer networking.

**SKILLS AND/OR CERTIFICATIONS**

SKILL TOPIC 1 (e.g.: SOFTWARE): Skill 1 | Skill 2 (e.g.: MATLAB, AutoCAD, MS OFFICE if in job post)

SKILL TOPIC 2 (e.g.: PROGRAMMING): Skill 1 | Skill 2 | Skill 3 (add LANGUAGES if applicable)

CERTIFICATION 1 (e.g.: LEAN SIX SIGMA): List level, granting authority, number, date

**EDUCATION**

DEGREE | College Name, City, ST | GPA X.X/4.0 Graduation Year YYYY

RELEVANT COURSES: List course titles (not numbers) directly relevant to job

ACCOMPLISHMENTS: E.g.: Dean’s List (Semester, YYYY), unique scholarships, high placements in competitions, or other distinctions

**WORK EXPERIENCE**

JOB TITLE | Company 2, City, ST MM/YYYY – Present

* This is where you write about your experience - do not simply list day-to-day job duties
* Start action bullets with verbs & quantify impact: Accomplished [X] as measured by [Y], by doing [Z]
* Highlight paid or unpaid experiences: internships, job, or volunteer work
* Work in [resume keywords](https://www.jobscan.co/blog/top-resume-keywords-boost-resume/?utm_medium=referral&utm_source=resume-templates&utm_campaign=ats-templates&utm_content=internal-link) that are most relevant to the job for which you’re applying

JOB TITLE | Company 1, City, ST MM/YYYY – MM/YYYY

Alternatively, you can write about your experience in paragraph format (choose bullet or paragraph but be consistent throughout resume). Take extra care to tailor these sections to the job with resume keywords, hard skills, and relevant accomplishments. If you have work experience that is completely unrelated to your field of interest, list it briefly. Share transferable skills but don’t feel the need to go into great detail. Try to quantify and include results, like money or time saved or improvements made.

**PROJECT EXPERIENCE**

PROJECT TITLE | Institution, City, ST MM/YYYY – MM/YYYY

Write about your relevant experience through special projects. Identify group or sole projects involving similar tasks required on job or industry in which you’re pursuing (i.e. work, class, or volunteer project).

**LEADERSHIP AND EXTRACURRICULARS**

CLUB, TEAM, etc.: Role, any relevant leadership or interpersonal skills MM/YYYY – MM/YYYY

NON-PROFIT: Volunteer experience provides insight if relevant MM/YYYY – MM/YYYY