

Name (14pt-16pt font)

Professional Email Address • Phone Number • Portfolio, Website or LinkedIn Address (Optional)

EDUCATION

Institution

City, State

Bachelor of Science / Arts in Major

Month and Year Received/Expected

Concentration, Second Major, Minor, Emphasis

GPA:X.XX/4.00

Related Coursework, Study Abroad (optional)

RELEVANT EXPERIENCE

Name of Company

City State

Job Title

Month and Year Range

- Include 3-5 bullet points demonstrating skills you have gained through this position that relate back to the job description. Emphasize accomplishments over day-to-day tasks.
- Place an action verb at the beginning of a bullet point statement to make the statement impactful.
- Use quantifiers such as numbers, money amounts, or percentages whenever possible.

ADDITIONAL EXPERIENCE

Name of Company

City State

Job Title

Month and Year Range

- Refer back to p. 26 to see a list of skills that employers want to see in your resume.
- Highlight your results and impact by reflecting on the purpose behind the action/task.
- Make sure to pay attention to tense of your verb- use simple present or simple past tense to describe your action.

PROJECT EXPERIENCE

Name of Project

City State

Name of Course

Month and Year Range

- Include 3-5 bullet points demonstrating skills you have gained through your project. Emphasize accomplishments over day-to-day tasks.
- Continue to place an action verb at the beginning of a bullet point statement to make the statement impactful.
- Feature a bullet point that describes your team collaboration and/or leadership skills if the project was within a group. If the project was a group project, note your specific action within that group.

CAMPUS & COMMUNITY INVOLVEMENT

Your title (if applicable), Club/Organization Name

Month and Year Range

- As an option, add 2-3 bullet points to describe your role in the organization. Focus your contributions to the organization and quantify whenever possible.
- Similar to the experience sections, begin each bullet point with a strong action verb.

SKILLS

List any skills in order of what most pertains to your field. Skills can be in computer software, laboratory, and technical. Language skills can be placed here as well.

Skill 1

Skill 2

Skill 3

Skill 4

Skill 5

Skill 6

HONORS AND AWARDS

Name of Honor/Award/Grant

Month and Year Given