FIRST AND LAST NAME

[City, State] | [Phone Number] | [bmail@binghamton.edu] | [www.linkedin.com/in/yourname]

EDUCATION

Binghamton University, State University of New York, Thomas J. Watson College of Engineering and Applied Science
Master of Science in Data Analytics   *Expected [Month 20XX]*
Cumulative GPA: [X.XX]/4.00 | **Dean's List:** [Date Range]

[Undergraduate College/University]   **[City, State]**
[Degree]   *[Month 20XX]*
Cumulative GPA: [X.XX]/4.00 | **Dean's List:** [Date Range]

TECHNICAL SKILLS

Languages: [ex. C, Java, Python, R, MATLAB, etc.]
Software and OS: [ex. Microsoft Office Suite, Android Studio, Linux, OS 10, etc.]
Additional: [List any additional programs, languages, technical skills, etc.]
Coursework: *Optional* [Coursework should be relevant to the position you are applying for]
Certifications: *Optional* [ex. Lean Six Sigma Green Belt, Lean Six Sigma Black Belt, etc.]

PROFESSIONAL EXPERIENCE

[Company Name]   **[City, State]**
[Position]   *[Time period (use months)]*
- Construct bullets answering WHAT you did (starting with a strong action verb), HOW you did it (important if you used a technical skill or can be used to showcase another skill), WHY you did it (what was the RESULT of your action)
- Make sure each bullet delivers value by demonstrating a skill you have or using numbers/metrics to quantify your results

[Company Name]   **[City, State]**
[Position]   *[Time period (use months)]*
- Recommended font style is Arial or Times New Roman
- Recommended font size is between 10 and 12

PROJECT EXPERIENCE

[Organization, Project Name]   **[City, State]**
[Role]   *[Time period (use months)]*
- Experiences should be in reverse chronological order (most recent events first)
- Each experience should be consistent in format and bullets should be properly aligned

[Organization, Project Name]   **[City, State]**
[Role]   *[Time period (use months)]*
- Verb tense in bullets should match the dates (present experience = present tense verbs, past experience = past tense verbs)
- Never end bullets with periods

LEADERSHIP EXPERIENCE

[Club/Sports Team/Volunteer Work, etc.]   **[City, State]**
[Position]   *[Time period (use months)]*
- You should have at least 2 bullets for each of your experiences (2-4 bullets per experience is recommended)
- Bullets should be one or two full lines and should never include personal pronouns (ex. I, you, we, them, etc.)

[Club/Sports Team/Volunteer Work, etc.]   **[City, State]**
[Position]   *[Time period (use months)]*
- Resume should fit the whole page and be centered in the middle of the page
- Resume should be a maximum of one page for most masters students unless there is extensive prior professional experience