

FIRST AND LAST NAME

City, State Zip Code (optional) • Phone number • Professional email address

EDUCATION

School Name

City, State

Degree

Graduation Year

- Major: Include your major, minor, and concentration if applicable
- GPA: List your GPA if the specific position you are applying to calls for it
- Honors and Awards: List any honors, awards, or scholarships you have earned that are the most recent or distinguished
- Relevant Courses: List any recent courses that are relevant to the position that you are applying to

RELEVANT WORK EXPERIENCE

Company Name

City, State

Position Title

Month and Year – Month and Year

- To describe each experience, begin with an action verb such as “engaged” and “analyzed”. Refer to the list of action verbs provided for guidance
- Vary the action verbs used throughout your resume, avoid using the same action verbs
- Be specific. Include numbers, keywords and metrics that are related to the job description
- Between 3 – 5 bullets. It should be your list of achievements instead of your responsibility.
- Try including descriptive verb, professional actions, the purpose and results. For example, designed promotional flyers using Adobe InDesign, which increased store traffic by 20%

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COMMUNITY SERVICE

Organization Name

City, State

Position Title

Month and Year – Month and Year

- List and briefly describe any volunteer work you’ve done and the roles you’ve held in your community or for a particular cause
- If you don’t have any volunteer work, you can rename this section as “Extracurricular Activities” to highlight any athletics or student club experience that you have
- If you have leadership experience, rename it as “Leadership Experience” and describe your role
- This section could also be "Academic Projects" or create a new section for showcasing your skills that might not necessarily be reflected in your other experiences

SUMMARY OF QUALIFICATIONS

- List any professional skills you possess with the appropriate level of proficiency
- Some examples are computer, foreign languages, and research skills
- Only list skills that are specific and essential to your job
- List any certifications you earn that are related to the position you are applying to