First Last

City, State | email | phone # | LinkedIn URL

EDUCATION

University Name   Expected Graduation: Month Year
Bachelor of Science/Art, Major   GPA: #.# (Optional)
- **Associations**: Clubs, Activities, Etc. (Optional)
- **Awards:** Academic awards, Dean's Honor List, Etc. (Optional)

High School Name *ONLY include high school if you are in your first year at UC Davis.*   Month Year
High School Diploma   GPA: #.# (Optional)
- **Associations**: (Optional)
- **Awards:** (Optional)

RELATED EXPERIENCE

Position/Job Title | *Company Name, City, State*   Month Year – Month Year
- Write 2 to 6 bullet points for each position using the formula: ACTION VERB + CONTEXT = RESULT.
- Action verbs set up the sentence, these are words like, "developed/utilized/communicated" (avoid "assisted" and "helped").
- Context is the interesting details of your experience. Be specific about what you accomplished, don't just list your job tasks.
- Result is why you were doing something, or the positive outcome of your efforts. One way to get started is by adding "in order to", "resulting in" or "leading to" statements at the end of each bullet.
- Never use the first person "I" in these sentences.

Position/Job Title | *Company Name, City, State*   Month Year – Month Year
- Feel free to include paid and unpaid positions in your experience section. Tailor your resume by including positions that complement the job you're applying for.
- List positions starting with the most recent at the top of the section → oldest at the bottom.
- You'll notice at the top of this section is titled "Related Experience", and there is another section below called "Other Experience". This allows you to bring your most relevant positions to the top of the resume. You can change these titles to anything; some options to consider are "leadership, extracurriculars, relevant, etc", alternatively you may just have one section for all your experiences.

Position/Job Title   Month Year – Month Year
Company Name   *City, State*
- The header for this position is on two lines instead of one, this is an alternate format that may be useful if you have fewer experiences.
- Remove experiences completed in high school after your second year of college.

PROJECTS

Project Title | *Programs/Tools Used* (ex: Python, Matlab, etc.)   Month Year – Month Year
- Projects are optional but a great way to highlight technical skills - both class and personal projects can be listed.
- Format bullets the same as above (action + context = results).

Project Title | *Programs/Tools Used*   Month Year – Month Year
- You can list multiple projects on your resume.

OTHER EXPERIENCE

Position/Job Title | *Company Name, City, State*   Month Year – Month Year
- Having an "other experience" section is optional, it allows you to move a previous position to another area of the document, or highlight a different skill.

SKILLS Use subsections to highlight different "batches" of skills. Choose categories that highlight skills from the job description.

Technical: Software 1, Software 2, etc..
Hardware: Hardware 1, Hardware 2, etc…
Soft skills like teamwork or communication are not recommended in your skills section; instead support your soft skills with concrete examples in the Experiences section.

Formatting Notes: Keep your resume to one page, but adjust the font of the body (between 10 and 12 point font) and the margins (between 0.5" and 1") to balance the page and keep it from looking too empty or too full. Make sure all your text on the right is aligned after you edit.