

Chris Bob

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SUMMARY

A short (2-4 lines) overview of your qualifications as they relate to the role you're pursuing, demonstrating you are a good match for the role with your experience, knowledge, and skills – consider adding words from the role as part of your summary.

EDUCATION

UNIVERSITY Zoom

B.A, CS

May 2018

- Include any relevant certifications

UNIVERSITY Home

M.S, Math

Mar 2023

- Optional: GPA (if relevant to your industry)
- Include noteworthy academic honors and study abroad experience

EXPERIENCE (Optional: tailor sub-headings to role or student club – e.g., “Leadership Experience,” “Volunteer Research Experience” - Reverse chronological order, start with the most recent experience)

COMPANY/ORGANIZATION NAME, City, State

Month/Year-Month/Year

Position (e.g., Intern, Research Analyst)

- 3-5 bullet points describing your outcomes and accomplishments, tailored to the position.
- Focus on the results rather than just listing your responsibilities; quantify when possible with \$, #, %.
- Highlight leadership roles and demonstrate how you've found solutions to challenges.
- Begin bullet points with a variety of direct action verbs (e.g., Led, Directed, Researched) and avoid passive verbs (e.g., Responsible, Assisted).

COMPANY/ORGANIZATION NAME, City, State

Month/Year-Month/Year

Position

- Keep position summaries short and to the point. Many hiring managers spend only 20-30 seconds scanning a resume – being clear and concise is essential.
- Don't try to include all of your job duties; only highlight the ones most relevant to the job you're applying for and your most important accomplishments.
- Make sure to include any internships and unpaid/volunteer work under this experience section.

COMPANY/ORGANIZATION NAME, City, State

Month/Year-Month/Year

Position

- List various positions under one employer with dates to show progression if applicable.
- As a general rule, the amount of information beneath each position should decrease as you move toward older positions.

SKILLS & ACTIVITIES

- This section helps show an employer you're the complete person, with experiences listed above.
- Include certifications or awards or honors
- Include hard skills (e.g., C++, Spanish) but not soft skills (i.e., communication).

- List hobbies and interests (e.g. be specific, list volleyball rather than sports, thai cooking rather than cooking, write poetry rather than author).
- Include native, fluent, or conversational speaker in a language(s)

