**Student McStudentface**

hey@sheetsresume.com | (555) 555-5555 | Denver, CO | [Portfolio /GitHub link](https://sheetsresume.com/)

**EDUCATION** (for candidates with less work experience, put this section up top so they know you’re early-career)

**University Name Expected: Month Year**

*Degree (e.g., B.S.), Majors (e.g., Computer Science) City, ST*

* **GPA: 3.X/4.0** (list only if GPA is over 3.3); then list honors like *Summa Cum Laude* or Economics Honors Society
* **Relevant Coursework:** only if you need to pad your resume’s length / have hyper relevant courses.
* If you have room, list other respectable/impressive stuff like varsity sports, fraternity/sorority, study abroad, etc.

**WORK EXPERIENCE** (your most impressive thing needs to be first, period – i.e., don’t lead with a summary)

**SheetsResume.com Aug. 2023 – Present**

*Co-Founder Remote*

* [SheetsResume.com](https://my.sheetsresume.com/?studentres) is an online repository of free and paid resume and job seeking resources used by millions.
* Ideation, product management, & marketing for AI-powered [Resume Builder](http://my.sheetsresume.com/?resume), [Cover Letters](https://my.sheetsresume.com/cover-letter), & [Mock Interviews](https://my.sheetsresume.com/mock-interview).
  + **Stack:** JavaScript (React); PHP (Laravel + Inertia); Linux (Ubuntu); Nginx; OpenAI; Gemini; MySQL
* Core responsibility #3. Pretend this is where they stop reading your resume. You’ve got 10 seconds. Use them.

**Company Name #2 Summer 2022**

*Internship Title (*can slightly tweak titles to better match what you’re applying for – no one will find out or care) *City, ST*

* Lead with a company overview to borrow validity from the company’s numbers to anchor the screener on something super impressive. E.g., sales, market cap, Fortune 500 status, # of users, # of employees, $ raised, etc.
* As [role], I [core responsibilities that match the job description, including some high-level numbers if impressive].
  + **Key Results:** E.g., revenue, cost savings, man hours saved, customers/users acquired, review rating, etc.

**Company Name #3 Mon. Year – Mon. Year**

*Job Title*   *City, ST (or just put “Remote”)*

* New grads don’t have many jobs/internships. If you only have 1-2, you can add the additional SECTIONS below.

**PROJECTS** (can call this something more targeted like “SOFTWARE PROJECTS” – shows skills & passions)

[**SuperAwesome Video Game**](http://github.com/examplerepository)

* An adventure video game built in \_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ with \_\_\_\_\_\_ and using \_\_\_\_\_\_.

**RESEARCH** (for the STEM nerds among us with years of painstaking work at their university or a lab)

**University of \_\_\_\_\_\_\_, Evil Billionaire Donor Lab 2022 – 2023**

*Research Assistant City, ST*

* Studied the badass neurological effects of daily cocaine use in mice; analyzed results in R & Python (PySpark).
* Focus on transferrable skills (e.g., PM’ing, technical writing, programming) if applying to non-research roles.

**VOLUNTEERING** (for early-career candidates with less work experience, you can do a section or two like this)

**“Can’t Say Homeless Anymore” Soup Kitchen Summer 2024**

* Feed the unhoused, 8-hour shifts, 3x per week, 2,000+ hours of voluntary community service.

**CERTIFICATIONS, SKILLS & INTERESTS** (can put Skills / Certifications first if transitioning your career)

* **Certifications:** If you have relevant ones; otherwise delete this bullet point + “**CERTIFICATIONS**” above
* **Technologies:** If you have a lot of hard skills vs soft skills, you can break them out into two different bullets.
* **Skills** *(plug in your own and rearrange depending on role)***:** Strategic Planning; Brand Marketing; Copywriting; Hiring
* **Interests** *(makes them see you as human / coworker)***:** Camping; Composting; Yoga; Traveling; Fishing; Reddit; *Seinfeld*

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