**Name (14pt-16pt font)**

Professional Email Address • Phone Number • Portfolio, Website or LinkedIn Address (Optional)

**EDUCATION**

**Institution** City, State

*Bachelor of Science / Arts in Major* Month and Year Received/Expected

Concentration, Second Major, Minor, Emphasis GPA:X.XX/4.00

Related Coursework, Study Abroad (optional)

**RELEVANT EXPERIENCE**

**Name of Company** City State

*Job Title* Month and Year Range

* Include 3-5 bullet points demonstrating skills you have gained through this position that relate back to the job description. Emphasize accomplishments over day-to-day tasks.
* Place an action verb at the beginning of a bullet point statement to make the statement impactful.
* Use quantifiers such as numbers, money amounts, or percentages whenever possible.

**ADDITIONAL EXPERIENCE**

**Name of Company** City State

*Job Title* Month and Year Range

* Refer back to p. 26 to see a list of skills that employers want to see in your resume.
* Highlight your results and impact by reflecting on the purpose behind the action/task.
* Make sure to pay attention to tense of your verb- use simple present or simple past tense to describe your action.

**PROJECT EXPERIENCE**

**Name of Project** City State

*Name of Course* Month and Year Range

* Include 3-5 bullet points demonstrating skills you have gained through your project. Emphasize accomplishments over day-to-day tasks.
* Continue to place an action verb at the beginning of a bullet point statement to make the statement impactful.
* Feature a bullet point that describes your team collaboration and/or leadership skills if the project was within a group. If the project was a group project, note your specific action within that group.

**CAMPUS & COMMUNITY INVOLVEMENT**

**Your title** (if applicable), Club/Organization Name Month and Year Range

* As an option, add 2-3 bullet points to describe your role in the organization. Focus your contributions to the organization and quantify whenever possible.
* Similar to the experience sections, begin each bullet point with a strong action verb.

**SKILLS**

List any skills in order of what most pertains to your field. Skills can be in computer software, laboratory, and technical. Language skills can be placed here as well.

Skill 1 Skill 2 Skill 3

Skill 4 Skill 5 Skill 6

**HONORS AND AWARDS**

Name of Honor/Award/Grant Month and Year Given