

First & Last Name

Street Address

City, State Zip

Phone number • Email address

EDUCATION

Institution, City, State

Graduation Month Year

Degree (Bachelor of Science in...), Minor or Emphasis in...**one, two**

GPA: 3.0/4.0

Other possible information to include: Study Abroad experiences, Relevant Coursework

EXPERIENCE

Your Job Title, Organization, City, State (not in bold)

Month Year – Month Year

What the company does unless it is obvious (Bank, Insurance, etc.)

- If needed place Organization and location on a second line, create right flush tab for dates.
- **Ideally, a resume is about accomplishments not responsibilities. If you have a statement that may be phrased as a number (Increased 35%...), that is the first thing in bold.**
- Start with a strong action verb, then follow with accomplishment statements, which provide examples of times you have successfully used the skills employers are seeking. Include any outcomes that you achieved, when possible.
- Consider the following questions to help you create more effective bullet points: What was the result/outcome of your work? What were your accomplishments? How did you help the organization? What skills/knowledge did you enhance? How does this experience relate to your internship/employment goal?
- Bulleted statements should be in the proper tense (past or present tense) and use consistent grammar and punctuation. Do not use first person.
- Make sure your resume is easy to read and not too text heavy. Avoid using colors, multiple fonts, pictures, being too brief, or making it too dense. Make it your own, but be professional.

ADDITIONAL SKILLS

- List skills that are testable and concrete. Soft skills such as communication, organizational, and interpersonal skills do not go here, but rather as part of your bulleted accomplishments above.
- Technology: Try to include programs that would not be assumed based on education and include your proficiency level. For example: Advanced User of Microsoft Office Suite, including Outlook, Excel, and PowerPoint; as well as, Adobe Photoshop
- Languages: For example: Proficient in oral and written German; Beginning knowledge of Spanish

LEADERSHIP and ACTIVITIES

Organization, Role (e.g. Member, Participant, Honoree...) – City, State

Month Year - Month Year

- Emphasize your transferable skills, those that can be taken from one experience and applied elsewhere.
- These sections provide an opportunity to share your experiences as a leader, honors received, athletic achievements, community involvement, professional development activities, or membership in organizations. As illustrated, replace —job title with the role you played.
- Including bullet points is optional, depending on what you wish to convey to a potential employer.

HONORS and AWARDS

- Scholarships, or Academic Awards and Honors. As a junior, high school activities and awards other than state or national awards and athletic achievement should be removed. After your first two years of full time employment, course work, scholarships, and activities other than inter-collegiate sports should be removed.