

First Name Last Name

(XXX) XXX-XXXX | Email@gmail.com | www.linkedin.com/in (More insight on contact information [here!](#))

Summary (Summary/objective are optional. Watch [this](#) short clip!)

Write 3-4 lines giving an overview of your resume. Do highlight any major accomplishments and why you are interested in a particular company or industry. Talk about what value you can provide them. Remember this is the first impression and should be very brief but make the person want to read the rest of the resume.

Education (Watch [this](#) clip!) _____

Name of University, location

Degree (e.g. Bachelor of Science), Major: XXXXX

Minor: XXXXX

June 2018–May 2022

GPA: ([GPA is optional](#))

GPA: (optional)

****IF YOU HAVE MASTER'S DEGREE THEN REPEAT ABOVE FORMAT FOR UNDERGRADUATE***

****Do not use bullet points in the education section***

Professional Experience (Watch [this](#) clip!)

Organization Name

City, State

Position Title

Month year–Month year (How should you write dates? Click [here!](#))

Brief role description (1-2 lines) Start with the most recent position.

- Write your main highlighted accomplishments.
- Think about how your task/project helped the company do better and how you added value to the company.
- Follow the format “Performed X by doing Y resulting in Z”
- Start with strong action verbs and avoid using responsible, helped, researched, or assisted.
- If you are struggling to write your bullet points, take a look at [this](#) article!

Organization Name

City, State

Position Title

Month year–Month year

Brief role description (1-2 lines) Start with the most recent position.

- Try to highlight different skills
- Show overall benefit to the organization so that future employers know how you could add value to their organization
- Your resume should demonstrate competencies: Critical thinking, leadership, teamwork, communication, career management.
- Don't forget to include [essential](#) and [technical skills](#) where relevant.

Organization Name

City, State

Position Title

Month year–Month year

Brief role description (1-2 lines) Start with the most recent position.

- Here are some examples for you to think about.
- For working as a car valet. “Improved customer satisfaction by making managing customer vehicles and reducing customer wait time by 20%. Achieved 100% customer satisfaction and tips.”
- For working as a lifeguard: “Supervised over 100 kids during the summer achieving 0 incidents and 97% open rate for the local community pool, during business hours.”

Activities

Organization Name, Institution Name

City, State

Title

Month year–Month year

Brief description (1-2 lines).

- This might be activities related to a specific class or organization on campus or volunteer work experience.
- Try to show the technical skills of projects you have worked on.
- You should also focus on leadership, teamwork, and management skills here.

Certifications

Name of certification: (time period for the certification)

Skills (Want to use columns here instead? Watch [this](#) video first!)

Word, Excel, PowerPoint, Project, Smartsheets, SendGrid-email marketing, Asana-task management, and Hubspot. _____