**First and Last Name**

Address City, State Zip Code

Email Address | Phone Number

**EDUCATION**

**Institution Name**, City, State Graduation Date (Month Year)

*Full Title of Degree* GPA (if 3.0+)

Majors, Minors, Tracks

**EXPERIENCE (or RELEVANT EXPERIENCE or INDUSTRY EXPERIENCE)**

**Company/Organization Name**, City, State Month Year – Month Year (or “Present”)

*Title of Position*

* Utilize [www.jobhero.com](http://www.jobhero.com) to generate bullet points or google similar positions
* Use the “*What, How, and Why*” method for building descriptive bullet points
* Start with an action verb, think about the skill you want to show, and then what exemplifies it

**Company/Organization Name**, City, State Month Year – Month Year (or “Present”)

*Title of Position*

* There is no set number of bullet points for each example. What are the most critical accomplishments and skills you used?
* Use present tense verbs for current involvements, and past tense for experiences that have concluded
* Do not use "I" "we" or "my" pronouns
* Avoid phrases like, “responsible for” and “duties include”

**SERVICE (or ADDITIONAL EXPERIENCE, LEADERSHP, RESEARCH, PUBLICATIONS, PRESENTATIONS, AWARDS, etc.)**

**Company/Organization Name**, City, State Month Year – Month Year (or “Present”)

*Title of Position*

* Bullet points can become shorter and less detailed in the lower sections
* If you use punctuation at the end of a bullet point, stay consistent throughout the entire document

**Company/Organization Name**, City, State Month Year – Month Year (or “Present”)

*Title of Position*

**ACTIVITIES (Optional)**

**Activity 1**, *City, State or Title of Position* Month Year – Month Year (or “Present”)

**Activity 2**, *City, State or Title of Position* Month Year – Month Year (or “Present”)

**HONORS (Optional)**

**Honor 1** Month Year – Month Year or Month Year Awarded

**Honor 2** Month Year Awarded

**SKILLS & CERTIFICATIONS**

Certification(s), Computer and/or Foreign Language Skill(s)

Do NOT include “soft skills” i.e., Communication, teamwork, leadership, and detail-oriented