

FIRST NAME LAST NAME

City, State | Phone Number | Email Address | LinkedIn

OBJECTIVE or PROFESSIONAL SUMMARY

Optional – Objectives focus on a job seekers goal and are ideal for networking events or career fairs.
Summary statements focus on brief overview of the person who is writing the resume

EDUCATION

Bachelor of Degree Obtained

University of Florida | Gainesville, FL

Month and Year of Expected Graduation

Overall GPA or Major GPA ___/4.0

Study Abroad: Include institution and coursework if related

Month Year – Month Year

Relevant Coursework: List 4-6 classes relating to career goals/that help you stand out from other applicants

SKILLS

Computer Skills, certifications, databases, technical skills beyond MS Office

Language Skills (fluent, bilingual, conversational)

Research Skills

WORK/INTERNSHIP/RESEARCH/RELEVANT EXPERIENCE

Position Title

Month Year – Month Year

Name of Company | City, State

- Write three to five bullet points as described in the above section
- Begin each bullet point with a present tense action verb
 - If it happened in the past, use past tense verbs
- Use formula ACTION VERB + TASK + RESULT
- Answer the questions, "What did I accomplish?," "How did I do this?," "Why is this important?"
- Focus on quantifiable accomplishments vs. tasks and job duties
- Avoid repeating same action verbs and fragments
- Use verbs similar to those found in the job posting or a description of that kind of work

RELATED PROJECTS

Project Title, Class Title (if not personal project)

Month Year – Month Year

Name of School | City, State

- Write two to three bullet points as described in the above section

ADDITIONAL EXPERIENCE

- Should be formatted similar to other experience sections
- Other headings can include military service, volunteer/community service, shadowing

LEADERSHIP AND INVOLVEMENT

Position Title

Month Year – Month Year

Name of Organization | City, State

- Include involvement such as student organizations, sororities/fraternities, sports activities
- List office positions held and committee involvement
- Write two to three bullet points as described in the above section

AWARDS/HONORS

Scholarships/Honor Rolls/Etc.

Month Year