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## Basic Resume Template

### NAME

Phone Number | Email | URL to your LinkedIn Profile (if you have a strong online profile) or professional website/portfolio (if applicable)

### SUMMARY OF QUALIFICATIONS

- Margins should be half an inch (0.5) or three-quarters on an inch (0.75) or one inch (1.0) on all four sides.
- Font size of résumé content should be anywhere between 10 and 14 pt. dependent upon font used.
- Use traditional fonts and bullet points.
- The summary should grab the reader's attention and should include 5 to 7 accomplishments.
- Use action verbs throughout your résumé.
- Omit all uses of pronouns, including "me", "my," or "I"; also, the use of "an", "the", and "a".

### EDUCATION

Current Degree and Major

(Spell this out; do not use abbreviations an employer will not understand)

(examples: Bachelor of Arts in Psychology | Bachelor of Business Administration in Marketing)

Month Year (anticipated completion date or completion date)

(examples: Anticipated: Month Year | Month Year | Expected: Month Year)

Name of Institution, City, State

(Include GPA if 3.0 or better)

(Do not include schools from which you did not obtain a degree)

### EXPERIENCE

Current or Most Recent Job Title, Company Name, City, State

Year-Year

- Each résumé sections should be reverse chronological order (most recent first).
- Target/tailor your résumé content for each specific opportunity to which you apply.
- List relevant accomplishments within your job duties. Do not just list job duties and tasks.
- Use transferable skills and action verbs to show what you accomplished and how it is of benefit to an employer.

### LEADERSHIP EXPERIENCE

- Keep your résumé to one (1) page. The only exception is a curriculum vitae (CV) and/or someone with well over 7+ years of experience in their field/industry.
- School and Professional Memberships—Position held, Year-Year.
- Awards, Certifications, Publications, Scholarships, etc.
- Don't be vague! State specific examples of things you have done.

### ADDITIONAL RÉSUMÉ SECTIONS

- Do not list high school content if you are classified as a sophomore, junior, or senior; unless it is relevant to your field/industry.
- You can list relevant coursework as a résumé section, but do not list every course completed.
- You can include any of the following sections: Technology | Projects | Volunteer Experience | Honors/Awards/Scholarships | Clubs/Organizations/Professional Membership, etc.
- A Relevant Projects section is a great way to show how you can apply your educational knowledge, skills, and abilities to an employer.