First Last Name

City, State | Email Address | Phone Number | Portfolio/Website/LinkedIn (Optional)

EDUCATION

Winthrop University   Rock Hill, SC
Bachelor of Science/Arts, Major   Month and Year Expected/Received
- Second Major, Minor, Certificate, Emphasis   GPA: X.XX/4.00
- Awards / Scholarships (optional)
- Relevant Coursework: Course Title 1, Course Title 2, Course Title 3, Course Title 4, Course Title 5

RELEVANT EXPERIENCE

Name of Organization/Company   City, State
Job Title   Month and Year Range
- Include 2-5 bullet points demonstrating skills you have gained through this position that relate back to the job description.
- Place an action verb at the beginning of a bullet point statement to make it impactful.
- An easy bullet point formula is Task/Goal + Skill + Quantity + Result/Outcome.
- It is not always possible to use every element in every bullet.
- Use present tense for current experiences and past tense for past experiences.
- Quantify outcomes and scope whenever possible, such as numbers, money amounts, or percentages.

ADDITIONAL EXPERIENCE

Name of Organization/Company   City, State
Job Title   Month and Year Range
- Refer to the bulleted list tips above.
- Every experience does not need to have the same number of bulleted list items.

ACTIVITIES

Name of Club/Organization, *Your Title* (if applicable)   Month and Year Range
- Emphasize accomplishments over day-to-day tasks.
- You may also present Activities in a list, without elaborating. Each line would include the name of the organization, your role, and the dates of involvement.

PROJECT EXPERIENCE

Name of Project, *Name of Course*   Month and Year Range
- Wrote a 5-page research proposal ...
- Collaborated with a group of three other students to …
- Designed a group presentation using Canva…

SKILLS

- Technical: computer software and programming languages and your level of fluency
- Language: languages and your level of fluency
- Laboratory: scientific / research lab techniques or tools [if applicable]

NOTE: Durable skills such as Communication, Critical Thinking, Problem Solving, and Teamwork may be used; employers value these; however, they prefer when you emphasize skills that most pertain to your field. Skills can be listed on one line, in a few rows and columns, or in categories. Aim to have 4 to 12 skills; on LinkedIn you may list up to 100 skills! Keep your resume more focused on the job role and concise.