

Street Address | City, ST Zip | Phone # | Email | LinkedIn (Optional)

Summarize, in 3 - 5 bullets, the skills and personal traits you possess and that mirror the job description to best communicate you are a fit for position/company.

University; City, ST | ; Date of Graduation

GPA: #.##/4.0 (Overall assumed.

Add Major GPA if higher and label as such)

(Optional Section)

Only list courses that fill a gap in résumé or otherwise illustrate required knowledge that has not been demonstrated through your experience section. If list more than three, use columns.

Business Name; City, ST | ; Dates of Employment (Month, Year)

List experiences present to past

Include applicable volunteer experiences, internships, co-ops, part- and full-time jobs

List 3-5 bullet points under each job describing assigned responsibilities

Special/Senior Projects

List leadership contributions and outcomes for class project if applicable to position



CAREER SERVICES

