**FIRST (MIDDLE INITIAL) LAST**

Name@ucsd.edu or Name@gmail.com | (Area Code) Phone-Number | linkedin.com/in/yourname

**SUMMARY**

A short (2-4 lines) overview of your qualifications as they relate to the role you’re pursuing, demonstrating you are a good match for the role with your experience, knowledge, and skills – consider adding words from the role as part of your summary.

**EDUCATION**

**UNIVERSITY NAME**

**Degree, Major/Program** Month 20XX [or, “Expected Month 20XX”]

* Include any relevant certifications

**UNIVERSITY NAME**

**Degree, Major/Program** Month 20XX

* Optional: GPA (if relevant to your industry)
* Include noteworthy academic honors and study abroad experience

**EXPERIENCE** (Optional: tailor sub-headings to role or student club – e.g., “Leadership Experience,” “Volunteer Research Experience” - Reverse chronological order, start with the most recent experience)

**COMPANY/ORGANIZATION NAME, City, State Month/Year-Month/Year**

**Position (e.g., Intern, Research Analyst)**

* 3-5 bullet points describing your outcomes and accomplishments, tailored to the position.
* Focus on the results rather than just listing your responsibilities; quantify when possible with $, #, %.
* Highlight leadership roles and demonstrate how you’ve found solutions to challenges.
* Begin bullet points with a variety of direct action verbs (e.g., Led, Directed, Researched) and avoid passive verbs (e.g., Responsible, Assisted).

**COMPANY/ORGANIZATION NAME, City, State Month/Year-Month/Year**

**Position**

* Keep position summaries short and to the point. Many hiring managers spend only 20-30 seconds scanning a resume – being clear and concise is essential.
* Don’t try to include all of your job duties; only highlight the ones most relevant to the job you’re applying for and your most important accomplishments.
* Make sure to include any internships and unpaid/volunteer work under this experience section.

**COMPANY/ORGANIZATION NAME, City, State Month/Year-Month/Year**

**Position**

* List various positions under one employer with dates to show progression if applicable.
* As a general rule, the amount of information beneath each position should decrease as you move toward older positions.

**SKILLS & ACTIVITIES**

* This section helps show an employer you’re the complete person, with experiences listed above.
* Include certifications or awards or honors
* Include hard skills (e.g., C++, Spanish) but not soft skills (i.e., communication).
* List hobbies and interests (e.g. be specific, list volleyball rather than sports, thai cooking rather than cooking, write poetry rather than author).
* Include native, fluent, or conversational speaker in a language(s)