**First Last**

**Headline (e.g.** **Engineering Technology Intern)**

City, State Zip | (xxx) 123-4567

Professionalname@amil.com | LinkedIn.com/in/yourURLhere | GitHub or Portfolio Link

**Professional Summary**

A/an *(major/year) student* with (*X years of*) experience in the *(relevant field/ area /industry).* Key strengths include *(skill),* *(skill),* and *(skill).* A *(adjective/ personal quality)* and *(adjective/ personal quality)* person who *(verb)* and *(verb).* Eager to (*mention interests related to the field).*

**Highlighted Skills**

Important Skills first 2 – 3 Word Phrases Keep it Simple

Pull from Job Posting Gives Clues Be Creative

Use 3 Columns Relevant Skills Soft Skills Last

**Education/Training**

**Name of Degree or Certificate (Expected or Actual Graduation MM/YY)**

School, City, State

GPA: if 3.0 or above

 Relevant coursework: (list courses related to your major and potential career)

**Projects**

Project title**,** Where Completed (Class, Club, Personal Project), School (if applicable), Completed MM/YY

* This is an optional section where you can list projects related to the type of work you are applying to do**.** Showcase skills applied in projects for classes, clubs, and personal projects.

**Experience**

**Most Recent Position Title  MM/YYYY – MM/YYYY**

Name of Company, City, State

* Use QUANTIFIABLE accomplishment statements to tell not only what you did, but most importantly, how much, how often, what skills you used, and the results you delivered.
* Stick to 3 – 7 bullet points per position, no longer than 1 – 2 lines each, giving more emphasis to the most recent and relevant positions. You may write fewer bullet points for jobs that are less relevant to the position that you are applying for.

**Second Position Title MM/YYYY – MM/YYYY**

Name of Company, City, State

* The strongest bullet points highlight the positive result first, then the action you took.
* For example: Increased customer traffic by 30% by implementing a new (descriptor) system.

**Extracurricular Activities**

Role (Member, Leadership Role, etc), Club/ Sport/ Organization, MM/YY – MM/YY

* You may optionally include accomplishment statements just like you did in your Projects and Experience sections. Mention skills you used, number of people served, budgets managed, results you delivered.

**Awards and Professional Associations**

* Award name, organization, date of award (if 5 years old or less)