

## First Name Last Name

City, State (Optional)

Phone Number

Email Address

LinkedIn Customized URL or Online Portfolio URL (Optional)

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### EDUCATION

Old Dominion University, Norfolk, VA

**Bachelor or Master of Degree Obtained**

Month & Year of Expected Graduation

**Major or Concentration:** List here

**Minor:** List here

**GPA:** Only if above 3.0

Dean's List: List semesters or range of semesters

Community College Name or University, City, State

**Associate of Degree Obtained**

Month & Year of Graduation

**GPA:** Only if above 3.0

**Relevant Courses:** List 4-6 classes relating to career goals/that help you stand out from other applicants

### RELATED EXPERIENCE

Name of organization, City and State

**Your Job Title**

Month Year – Month Year or Present

- Begin each bullet point with a present-tense action verb – if it happened in the past, use past tense verbs
- Use formula ACTION VERB + TASK + RESULT; Include 3-5 bullet points for each experience
- Answer the questions, "What did I accomplish?," "How did I do this?," "Why is this important?"
- Do not use "responsible for" or "duties included"; Quantify and qualify when possible
- NO FIRST PERSON (I, Me, or My) and avoid repeating same action verbs and fragments
- Use verbs similar to those found in the job posting or a description of what kind of work

### ADDITIONAL EXPERIENCE

Name of organization; City and State; **Your Job Title**

Month Year – Month Year or Present

- Should be formatted similar to other experience sections but, does not require bullet points
- Other headings can include military service, volunteer/community service, academic projects, research experience

### LEADERSHIP

**Title of Affiliation;** *Name of Organization/Event*

Month Year – Month Year or Present

- Include involvement such as student organizations, sororities/fraternities, sports activities
- List office positions held and committee involvement

### SKILLS

Computer skills, technical skills beyond MS Office, certifications, databases

Language skills (fluent, bilingual, conversational)

**\*These are just suggestions – remember that your resume highlights your unique strengths**