**First Name Last Name**

City, State (Optional)

Phone Number

Email Address

LinkedIn Customized URL or Online Portfolio URL (Optional)

**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**



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