

Include your LinkedIn profile URL if it is professional and complete, also make it a “friendly” link.

NAME

Cell phone number | Email
LinkedIn Profile URL
Address

0.75—0.5 in margins. Font size between 10.5 and 12. Font should be clean, easy to read, and not colored

OBJECTIVE

Objectives can be an opportunity to connect you to a specific job/internship/graduate school, but are not mandatory. Only needed if it is unclear what type of position you are seeking.

EDUCATION

St. Bonaventure University, St. Bonaventure NY

Expected Completion: May/Dec. 20xx

Bachelor of Arts or Science, Major

Minor: Subject/Concentration

GPA: x.x/4.0 Dean’s List, Scholarship for academic distinction

Relevant Coursework: May be included here to highlight major courses related to the position

Other education/school, City, State
Credentials

If you are a sophomore, your high school can still be on your resume. This section may also include study abroad or associates degree. Your credentials are what credit you gained from the experience (*i.e. diploma, 6 college credits, associate’s degree, etc.*).

Month 20xx

RELATED EXPERIENCE

Organization Name, City, State

Position Title

Month 20xx—Month 20xx

- Action verb + task + purpose, method, result bullet form
- Quantify information by including numbers, percentages, \$\$ amounts
- Demonstrate achievements and related responsibilities
- Align your skills and experiences with the job description

EMPLOYMENT

Organization Name, City, State

Position Title

Month 20xx—Month 20xx

- Action verb + task + purpose, method, result bullet form
- Include transferable skills that employers would find valuable

ACTIVITIES/LEADERSHIP

Organization Name, City, State

Position Title

Month 20xx—Month 20xx

- Action verb stating your leadership and engagement in the organization
- Include any events, skills, and group organization or management as well as the result

SKILLS

- Include any skills that are relevant to the position such as: laboratory skills, language, technology, etc.
- Remember to include “buzzwords” of your profession.

Resumes have guidelines not rules; so keep in mind this is one sample format you can use. There are others that may fit even better for you! Bring your resume into the CPRC for a critique.