

For security purposes, do not include full mailing address. Just include city and state.

14 – 18pt font
Name, phone number, and PROFESSIONAL email address.

NAME

City, State
Email address

Phone Number
LinkedIn URL

Don't use personal pronouns

Career Profile

Can be thought of as a "mini" version of the cover letter. Presents an opportunity to display your transferable and soft skills effectively and summary of relevant experience. Ideal section to work key strengths into your resume and desired career goals. Usually about 3-5 sentences in length. Include foreign language proficiency if applicable.

Education

UNIVERSITY NAME, City, ST Month, Year
Degree Major (GPA)

- Dean's List: Semester, Yr. (Optional)
- Academic Student Organization (Optional)
- Study Abroad (Optional)

Spell out degree "Bachelor of Arts in Psychology". After the 1st semester of your 1st year all HS information should be phased off the resume and only include colleges where degrees will be received. GPA if 3.0+

Experience

COMPANY NAME, City, ST Month Year - Present
Position Title

- Accomplishment statements begin with action verbs
- They describe specifics of what you do/did at your job and should take up most of a line
- Try not to repeat action words, at least in same position
- Quantify accomplishments when possible with numbers and percentages

COMPANY NAME, City, ST Month Year - Month Year
Position Title

- Don't say duties included rather try to incorporate the what, why and result of your experience
- Do not use periods to end bullet statements
- Use appropriate tense (past for past jobs, present for current)
- Put consistent effort into bullets for all experiences, and use 3-5 bullets per experience

Additional (optional) Information

Organizations

Organization or Project Name Semester Year

- This section could be for organizations, if you participate in 3 or more
- Could be course work or projects relevant to job applying for
- Other involvements (church service, tutoring, leadership, HS involvements for Freshmen ONLY)

Volunteer Experience

Organization Year
Organization Year
Organization Year

If you have leadership experience in you volunteer work, they can be listed like the organizations section above

Resume should have consistent formatting throughout: aligned, uniform bullets, single spacing with 10-12pt font in body, margins between .5" and 1", no photographs, and no colors besides black.