YOUR NAMECity, State Zip Code | phone number | name@ucmail.uc.edu | LinkedIn URL

EDUCATION

Degree Level and Type, MajorExpected Graduation: Month Year

*University of Cincinnati, Cincinnati, OH*

* Minor: (Note: Optional)
* GPA: (Note: Optional.)
* Relevant Coursework: (Note: Optional. Highlight courses related to the opportunity you are applying to.)
* Study Abroad: (Note: Optional)

High School DiplomaMonth Year

*School Name, City, State*

* GPA: (Note: Optional.)

**EXPERIENCE**

Position TitleMonth Year-Month Year  
*Organization Name, City, State*

* The “Experience” section can include many types of opportunities, including part and full-time jobs, co-ops and internships, class and independent projects, as well as experience you have gained through clubs and volunteering.
* If you wish, you may create additional sections to segment your experience (ex. Projects, Research Experience, Teaching Experience, Relevant Experience, Other Experience, etc.)
* Within each section, list experiences in reverse chronological order, beginning with your most recent opportunity.
* Begin each bullet point with an action verb. For current positions, use present tense verbs (ex. manage, organize, create). For positions you are no longer engaged in, use past tense verbs (ex. managed, organized, created).
* Include bullet points to help the reader understand what you learned, technical and transferrable skills you developed, and what you accomplished. Focus on what you did in previous roles that is most relevant to the opportunity you are applying to.
* When possible, use numbers to quantify your experience (ex. Trained 3 employees on…., Developed 5 presentations on…, Saved the organization $X by…)
* Do not use personal pronouns (ex. I, me, my)
* List bullet points in order of relevancy to the position, with the most important bullet point listed first.
* Each experience may have a different number of bullet points based on relevancy to the position.

Position TitleMonth Year-Month Year  
*Organization Name, City, State*

* Include bullet points to highlight what you learned, skills you developed, and your accomplishments.

Position TitleMonth Year-Month Year  
*Organization Name, City, State*

* Include bullet points to highlight what you learned, skills you developed, and your accomplishments.

**LEADERSHIP, ACTIVITIES, & SERVICE**

RoleYear-Year

*Organization, City, State*

* Edit this section title to reflect your unique experience (ex. Activities, Leadership & Service, etc.)
* During your first and second year, include experiences from high school. Once you enter your junior year, these experiences tend to move off your resume.
* Bullet points, following the formatting described above in the “Experience” section, may be in included or omitted.

RoleYear-Year

*Organization, City, State*

**AWARDS & HONORS**

Name of AwardYear-Year

*Organization, City, State*

**SKILLS**

Technical**:** List computer software and programming languages (ex. Solidworks, C#, SPSS, Microsoft Excel, etc.)

Language**:** List foreign languages and level of fluency (if applicable)