

# First Name Last Name (Bold, 18-20 PT)

Email Address | Phone Number | Optional: LinkedIn, Website, Portfolio, GitHub

*Your resume should not exceed one page. Use 10-12-point fonts and keep to .5" to 1" all around.*

## **EDUCATION**

**B.A., B.S., or B.F.A., Major**

Minor or Concentration (if applicable)

University of Colorado Boulder

**GPA (only list if 3.0 or above; not necessary unless requested by employer)**

Boulder, CO

Expected Graduation Date

*Optional subsections: Study Abroad; Certifications; Relevant Coursework/Classes*

## **EXPERIENCE**

**Class Project/Internship/Job Title**

Month/Year-Month/Year

Organization Name

City, State

- Experiences can be class projects, internships, jobs, class experiences, and/or volunteer positions.
- 3-6 bullets, listing most important accomplishment first
- Bullet Formula: Action Verb + Task + Accomplishment or Value Added + result/outcome
- Watch your tenses. You can use past tense for all experiences even for current positions; or use present tense for present experiences and past tense for all previous experiences.
- Start with your most recent experience under each section.
- You can title this section with general headings (Relevant Experience or Experience) or specific headings (Sales Experience, Marketing Experience, Internship Experience, etc.)
- Quantify statements by using a number or percentage when possible.
- 2-3 really professional experiences helps your resume stand out to employers

## **LEADERSHIP OR ADDITIONAL EXPERIENCE**

**Class Project/Internship/Job Title**

Month/Year-Month/Year

Organization Name

City, State

- Think about positions in which others perceived you as an authority. These experiences can be part-time jobs, volunteer roles, professional organizations, or other involvement on campus where you took on a leadership position. If you held a part-time job but not necessarily a leadership role, these could fall under an "Additional Experience" section
- Include student affiliations and explain how they helped you to build skills
- Leadership experiences are one of the top things you can do to stand out to employers

## **HONORS AND AWARDS (Optional)**

Include Dean's List, scholarships, and other notable honors in this section. Make sure to describe each award.

## **ADDITIONAL CATEGORIES**

- Additional sections can be used to include club involvement, professional associations, volunteer or even hobbies (less common, but can be a way to highlight experiences gained during COVID-19)
- Technical Skills/Computer Skills: Proficient with Microsoft Word, Excel, PowerPoint, HTML, Language: Beginning Spanish
- Involvement: CU Marching Band, 20XX-20XX

### *Tips*

- *Tailor your resume for various industries or positions you are interested in.*
- *Make sure your resume looks good in various formats. Convert into both PDF and text versions.*
- *Run your resume through [VMock](#) to help to either build or update your resume.*