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

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

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

**EDUCATION**

**BS, BA or BFA, Major** Boulder, CO

Minor or Concentration (if applicable) Expected Graduation Date

University of Colorado Boulder

**GPA (only list if 3.0 or above; talk with Career Services if your GPA is lower than 3.0)**

*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 professional experiences really 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 (Optional)**

* Additional sections can be used to include club involvement, professional associations, volunteerism 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 the free* [*AI resume builder by Quinncia*](https://www.colorado.edu/career/ai-resume-builder) *to help to either build or update your resume!*