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

Email Address | Area Code Phone Number | Optional: Address, City, State, Zip Code, LinkedIn, Website

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

PERSONAL PROFILE (Optional Section)
- 2-3 bullets summarizing skills that apply to job
- Use job description (qualifications and requirements) to tailor this section for specific positions

EDUCATION
B.S., B.A., 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 (Engineering Experience, Software Experience, Embedded Systems Experience, etc.)
- Quantify statements by using a number or percentage when possible.

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

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, 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* VMock *to help to either build or update your resume!*