**Mark Star**

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Use a professional email address and a shortened LinkedIn link

**EDUCATION**

**Name of University—Name of college or program,** City, State

Bachelor of Science (Your projected graduation date) April 20XX

Major: XXXX, Minor: XXXX GPA: if over 3.4

* Name of Scholarship, 20XX-20XX, Type of Scholarship (Merit, Athletic, Scholarship), Dates
* Educational achievements, awards, honors
* Relevant Coursework (Optional): Use course names, not course numbers

(If you have graduated from another university, list that school, degree, and other details using the same format as illustrated above)

**EXPERIENCE**

**Title of position held**

Company Name, City, State June 20XX – August 20XX

* Bullet 1 Responsibilities and achievements--quantified where possible
* Bullet 2 Bullets should answer: (1) What did you do in your job? (2) How well did you do it? What difference did you make?
* Bullet 3 Keep bullets 1-2 lines. All bullets to begin with Action Verbs
* Bullet 4 Use 3-5 bullets for your most recent or relevant positions, 2-3 bullets for earlier or less relevant positions
* Bullet 5 Most resumes should be 1-2 pages, depending on amount of experience. If you want them to actually read it, keep it short.
* **Title of position held**
* Company Name, City, State June 20XX – August 20XX
* Bullet 1
* Bullet 2
* Bullet 3
* **Title of position held**
* Company Name, City, State June 20XX – August 20XX
* Bullet 1
* Bullet 2
* Bullet 3

**LEADERSHIP/VOLUNTEER SERVICE (Optional Section)**

**Organization Name,** City, State

Title of position held October 20XX – October 20XX

* Bullet 1 Responsibilities and achievements--quantified where possible
* Bullet 2 Bullets should answer: (1) What did you do? (2) How well did you do it? What difference did you make?

**Organization Name,** City, State

Tile of position held September 20XX – January 20XX

* Bullet 1
* Bullet 2

**SKILLS (Optional Section)**

* Bullet 1: Focus on Hard Skills. If Soft Skills are listed they should also be demonstrated elsewhere in your resume.
* Bullet 2:

(Other Optional Sections can add to or replace the “Leadership/Volunteer Service” and “Skills” sections, but use no more than three optional sections. Additional optional sections that can be used are listed below)

**TECHNICAL OR RESEARCH PROJECTS**

**CERTIFICATIONS**

**AWARDS/ACHIEVEMENTS**

**PROFESSIONAL ASSOCIATIONS**