

Mark Star

2475 Washington Blvd • Ogden, UT 84401 • (555) 555-5555
MarkStar@marketstar.com • www.linkedin.com/in/Mark-Star
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

Title 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