

NAME

youremail@ursinus.edu

XXX-XXX-XXXX

Collegeville, PA 19426

www.linkedin.com/in/profilename

EDUCATION

Ursinus College

Bachelor of ? in, Major in ?

GPA:

Honors/Awards: List honors or awards here; separate by semi-colons

Relevant coursework: Course Title; Course Title; Course Title; Course Title

TIP: List courses by title, omitting the number associated with the course

Collegeville, PA

Date

TIP: Include GPA if 3.00 or above. If including Major or Concentration GPA, must also include cumulative

College or university study abroad

Location

Date

High School Name

GPA, Rank, SATS, Awards

TIP: Ensure all dates are aligned. To align dates on the far right of the page, use tabs and spaces

Location

Date

EXPERIENCE

Company Name

Internship or Part-time Job title

- List experience in reverse chronological order; start with most recent
- Begin each bullet with strong action verb; [access useful list on UC website](#)
- Incorporate quantifying detail to give scope and scale to your experience (e.g., Collaborated with team of 6 to investigate...)
- Lend more detailed accounts to most recent entries on your resume and summarized versions of experiences prior to that
- Increase "skimmability" by using formatting like italics and bold print

TIP: If you have significant related experience, create a targeted resume (e.g., RESEARCH EXPERIENCE; can also call it RESEARCH EXPERIENCE)

Location

Date

Company Name

Internship or Part-time Job title

- Communicate your experience in concise and organized format to maximize qualifications for recruiter who may only spend seconds *initially* scanning your resume
- Use keywords from job description throughout resume to tailor it to that specific job
- Limit your resume to 1 page
- Include punctuation in bullet points or leave it out – both ways are correct, just be consistent

Location

Date

TIP: Use this shortened organization, location, title format if you need to save space

LEADERSHIP EXPERIENCE AND ACTIVITIES

TIP: Title this section based on the content you include. You could also call this EXTRACURRICULAR ACTIVITIES or SERVICE EXPERIENCE. See samples for guidance

Organization Name, Ursinus College

Position/Title

- Highlight involvement in extracurricular and leadership activities as employers look for well-rounded candidates
- Indicate your level of responsibility in leadership positions and quantify your results or outcomes when possible

Date

Organization Name, Ursinus College

Position/Title

- Clarify if you've been involved in 1 or more activities for several years or have assumed greater levels of responsibility as part of organization – select only most interesting or impressive activities to include as space is limited
- Save space by decreasing font size to 10pt (but no smaller than that); margins can be ½ inch on all sides

Date

ADDITIONAL INFORMATION

TIP: Avoid including technology that is fairly generic (e.g., MS Word) and try to include what would be applicable to job

Technical: Include technical skills that enhance your prospects for employment; separate the skills using semi-colons

Language: List any languages you may speak along with your proficiency level (e.g., beginner, proficient, fluent)

Interests (optional, but recommended): Add interests to show a bit of your personality; be sure to know your audience and use interesting detail (e.g., Passion for cooking vegetarian cuisine, and reading mystery novels)