

## BOLD YOUR NAME

Address

Phone Number

Professional Email Address

**OBJECTIVE:** Seeking an ABC position with XYZ Company

## EDUCATION

**Bold degree and major; include date you expect to graduate**

San Jose State University, San Jose, CA

GPA: List if a 3.0 or above (optional)

**RELATED COURSEWORK:** 3-5 class titles that relate to your objective, list title here, and here, and here

## PROJECTS

**Bold the title of the project, SJSU, dates worked on**

- Did you work in a group or individually AND what was the purpose of the project?
- Include more detail about a major component of the project OR your unique role
- Describe the results of the Project or what you learned

**Bold the title of the project, SJSU, dates worked on**

- Did you work in a group or individually AND what was the purpose of the project?
- Include more detail about a major component of the project OR your unique role
- Describe the results of the Project or what you learned

## RELATED EXPERIENCE

**Bold the title of your position, Company Name, City, State** dates that you worked there

- Use present tense if still at this position; use past tense if you have left this job
- Use an action verb that highlights a particular strength
- Do not just list the duties performed — think about what you ACCOMPLISHED, the action you took, skills used and results obtained

**Bold the title of your position, Company Name, City, State** dates that you worked there

- Use a variety of action verbs for each job and bullet point
- Be mindful of what you are trying to highlight through your accomplishment statements — what skills do you want to demonstrate
- Try to quantify information when possible: instead of working with customers — Assisted over 50 customers daily...

**Bold the title of your position, Company Name, City, State** dates that you worked there

- Include both paid and unpaid experience — think about how this experience relates to your objective
- What transferable skills can you highlight or demonstrate?
- Be patient this is the hardest part of the resume

## SKILLS *(optional)*

Computer:

Foreign Language:

## ACTIVITIES *(optional)*

**Member**, San Jose State University Psi Chi Chapter, 1/XX-Current

**Volunteer**, Sacred Heart Community Center, 1/XX- Current