

CAREER & PROFESSIONAL DEVELOPMENT CENTER

RESUME TEMPLATE

Your Name

youremail@domain.com | 555-555-5555 | linkedin.com/in/yourprofile

Education

University of Utah

Bachelor of Science: Environmental Science

- Minors: _____ & _____
- Awarded Dean's List: 3 semesters

Note: no longer include High School information.

Include month & year of graduation.

May 20__
GPA: 3.57

(Optional) Relevant Coursework:

- Course Name: brief description of skills gained or projects completed
- Course Name: brief description of skills gained or projects completed

Experience

Student Member

U of U Ballroom Dance Club

- Use [Accomplishment Statements](#): action verb, details, outcome/impact when writing bullet points

Use tab settings in Microsoft Word to align dates & locations

August 20__-Present
Salt Lake City, UT

Experiences in reverse chronological order (most recent first).

Cashier

Example Fast Food Co.

- Developed strong customer service skills by greeting customers and maintaining positivity.
- Handled daily cash and debit/credit transactions of \$500+, displaying high levels of responsibility.
- Abided by strict health policies to maintain restaurant cleanliness & customer safety.
- Collaborated with a team of 5 per shift to deliver quick & efficient service.

May 20__-Present
Salt Lake City, UT

Position/Title:

August 20__-Present

Organization:

Location:

- _____
- _____
- _____
- _____

Leadership Experience

Position Title:

Dates:

Organization:

Location:

- _____

Note: Don't limit "experience" only to formal jobs or work history. You might also include student clubs, volunteering & other involvements! If you want, you could include an entire section for a certain experience category.

(Optional) **Skills**

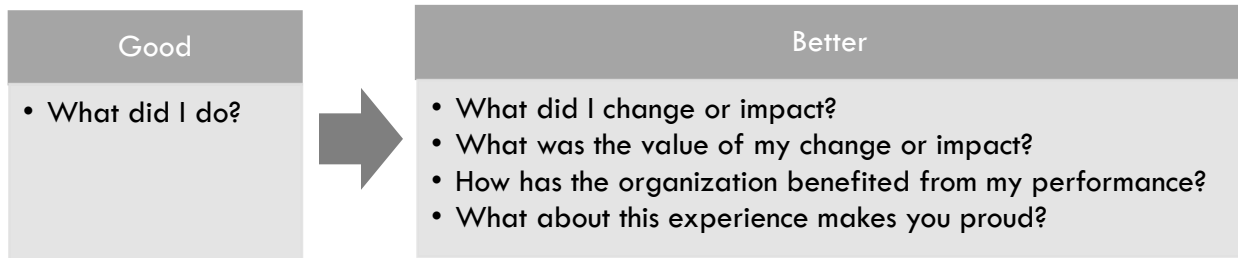
Languages:

Technical:

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FOCUS ON **RESULTS** RATHER THAN **RESPONSIBILITIES**

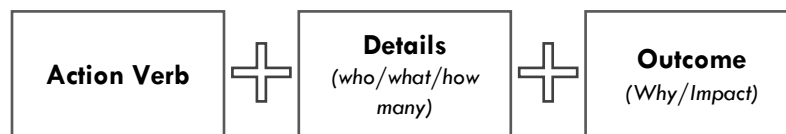
Employers care more about what you did in a job. They care about what you accomplished through those responsibilities & how you could apply that in their work context. To best present your accomplishments, ask yourself:



Now, you try

Name of Experience	What did you accomplish? How?

Now create your bullet points...



Examples

- Planned logistics for a week-long service trip to Seattle to educate students on issues of hunger & food justice.
- Developed strong intergroup communication skills by facilitating monthly meetings for executive board of 6.
- Implemented new process for group auditions, significantly increasing efficiency for decisions.