

# TEMPLATE

## Your Name

City, State | Email@udel.edu | Phone Number  
LinkedIn.com/in/yourname

### EDUCATION

#### University of Delaware

Newark, DE

*Bachelor of Science: (your major and your 2<sup>nd</sup> major if you have one)*

May 20XX

*Minor: (your minor if you have one and your 2<sup>nd</sup> minor if you have one)*

- GPA: X.X/4.0 (only include if 3.0 or above)
- Dean's List: (list semesters: Fall 20XX. Spring 20XX)

#### Study Abroad University

City, Country

*Study Abroad Program*

Semester, Year

### SKILLS & CERTIFICATIONS

- List proficiency level for specific software/programs/databases/platforms here
- List certifications here

### WORK EXPERIENCE

#### Company/Business/Organization

City, State

*Position Title*

Month 20XX - Present

- Explanation of duties, role in organization, describing the difference you made in the position
- Use the action verbs found in the Resume Writing Guide
- Describe what you accomplished in your position and give numbers indicating increases in production, profit, feedback, etc.

#### Company/Business/Organization

City, State

*Position Title*

Month 20XX - Month 20XX

- Explanation of duties, role in organization, describing the difference you made in the position
- Use the action verbs found in the Resume Writing Guide
- Describe what you accomplished in your position and give numbers indicating increases in production, profit, feedback, etc.

### ACTIVITIES

#### Student Organization/Association/Team/Club

City, State

*Position Title*

Month 20XX - Month 20XX

- Explanation of duties, role in organization, describing the difference you made in the position
- Use the action verbs found in the Resume Writing Guide
- Give details about what you accomplished in your position
- Describe what you accomplished in your position and give numbers indicating increases in production, profit, feedback, etc.

#### Student Organization/Association/Team/Club

City, State

*Position Title*

Month 20XX - Month 20XX

- Explanation of duties, role in organization, describing the difference you made in the position
- Use the action verbs found in the Resume Writing Guide
- Give details about what you accomplished in your position
- Describe what you accomplished in your position and give numbers indicating increases in production, profit, feedback, etc.

# TEMPLATE

## YOUR NAME

Phone Number • Email@udel.edu • LinkedIn.com/in/yourname

### EDUCATION

**University of Delaware** – Newark, DE

May 20XX

#### **Lerner Business & Economics**

*Bachelor of Science in (your major) and (your 2<sup>nd</sup> major if you have one)*

*Minor in (your minor if you have one and your 2<sup>nd</sup> minor if you have one)*

- **Cumulative GPA:** X.X/4.0 **Major GPA:** X.X/4.0 (only include if 3.0 or above)
- Honor Society or Awards

### RELEVANT COURSE PROJECTS

- Explanation of projects you've completed that are relevant to the position applying to. Be sure to include technical and non-technical skills used. Lists at least 2-3 projects.
- Examples technical bullet: Used Html to build a webpage advertising designer sweatshirts.
- Example non-technical bullet: Collaborated with a team of three people to research and present on branding history for a specific company. Received positive critiques from group members and earned an A on the project.

### EXPERIENCE

**Position Title, Company/Business/Organization** – City, State

Month 20XX - Present

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- Describe what you accomplished in your position and give numbers indicating increases in production, profit, feedback, etc.

**Position Title, Company/Business/Organization** – City, State

Month 20XX - Present

- Explanation of duties, role in organization, describing the difference you made in the position
- Use the action verbs found in the Resume Writing Guide
- Describe what you accomplished in your position and give numbers indicating increases in production, profit, feedback, etc.

**Position Title, Company/Business/Organization** – City, State

Month 20XX - Present

- Explanation of duties, role in organization, describing the difference you made in the position
- Use the action verbs found in the Resume Writing Guide
- Describe what you accomplished in your position and give numbers indicating increases in production, profit, feedback, etc.

### CAMPUS & VOLUNTEER INVOLVEMENT

**Position Title, Student Organization/Association/Team/Club**

Month 20XX - Month 20XX

- Explanation of duties, role in organization, describing the difference you made in the position
- Use the action verbs found in the Resume Writing Guide to give details about what you accomplished in your position

**Position Title, Student Organization/Association/Team/Club**

Month 20XX - Month 20XX

- Explanation of duties, role in organization, describing the difference you made in the position
- Use the action verbs found in the Resume Writing Guide to give details about what you accomplished in your position

### SKILLS

- Technical: list proficiency level for specific software/programs/databases/platforms here
- Languages: list proficiency level in reading, writing, and speaking