

TEMPLATE GUIDE

Your Name

Address

Email@udel.edu Primary phone number

Linkedin.com/in/yourname

EDUCATION

University of Delaware

Alfred Lerner College of Business and Economics

Bachelor of Science, (your major) and (major) (if you have a double)

Minor: (your minor if you have one)

GPA: xx/4.0 (only include if above 2.9)

Dean's List: (list semesters: Spring 2015)

Newark, DE

May 20xx

Study Abroad University

Study Abroad Program

City, Country

Semester, Year

RELEVANT COURSE WORK (courses relevant to the position you are seeking)

Ex. Basis of Business, Microeconomics, Macroeconomics, etc.

WORK EXPERIENCE

Company/Business/Organization, City, State

Position Title

Dates Position Held (Ex. 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

Dates Position Held (Ex. Month 20xx - Month 20xx)

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ACTIVITIES

Student Organization/Association/Team/Club, City, State

Position Title

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Student Organization/Association/Team/Club, City, State

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SKILLS

- Proficient in Microsoft Office (List Programs), Languages, Computer Skills

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YOUR NAME

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Alfred Lerner College of Business and Economics

Bachelor of Science, (your major) and (major) (if you have a double)

Minor: (your minor if you have one)

Cumulative GPA: xx/4.0 **Major GPA:** xx/4.0 (only include if above 2.9)

Honor Society or Awards

Newark, DE

May 20xx

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: Worked in team to present on branding history for a specific company. Received positive praise on presentation skills from professor and an A on the project.

EXPERIENCE

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

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CAMPUS & VOLUNTEER INVOLVEMENT

Position Title, Student Organization/Association/Team/Club

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Position Title, Student Organization/Association/Team/Club

Dates Position Held (Ex. 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

- Computer: Microsoft Office (List Programs)
- Languages: list proficiency level in reading, writing and speaking