**Your Name**

**TEMPLATE GUIDE**

Address

[Email@udel.edu](mailto:Email@udel.edu) Primary phone number

Linkedin.com/in/yourname

**EDUCATION**

**University of Delaware** Newark, DE

Alfred Lerner College of Business and Economics May 20xx

*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)

**Study Abroad University**  City, Country

*Study Abroad Program* 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)

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

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

Explanation of duties, role in organization, describing the difference you made in the position

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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.

**SKILLS**

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

YOUR NAME

**TEMPLATE GUIDE**

Address • phone number • [email@udel.edu](mailto:email@udel.edu) • linkedin.com/in/yourname

**EDUCATION**

**University of Delaware** Newark, DE

Alfred Lerner College of Business and Economics May 20xx

*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

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

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

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

**CAMPUS & VOLUNTEER INVOLVEMENT**

**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 positon

**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 positon

**SKILLS**

Computer: Microsoft Office (List Programs)

Languages: list proficiency level in reading, writing and speaking