

TEMPLATE GUIDE

Your Name

Address

Email@udel.edu, Primary Phone Number

LinkedIn.com/in/yourname

EDUCATION

University of Delaware

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

Minor: (your minor if you have one)

GPA: X.X/4.0 (only include if 3.0 or above)

Dean's List: (list semesters: Spring 20XX)

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. Basics of Business, Microeconomics, Macroeconomics, etc.

WORK EXPERIENCE

Company/Business/Organization

Position Title

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.

Company/Business/Organization

Position Title

City, State

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

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ACTIVITIES

Student Organization/Association/Team/Club

Position Title

City, State

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SKILLS

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

TEMPLATE GUIDE

YOUR NAME

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

EDUCATION

University of Delaware – Newark, DE

May 20XX

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

Minor: (your 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: 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)

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- 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)

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- **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 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