**Your Name**

Address

Email@udel.edu, Primary Phone Number

LinkedIn.com/in/yourname

**EDUCATION**

**University of Delaware** Newark, DE

*Bachelor of Science, (your major)* and *(major) (if you have a double)* May 20XX

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)

**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

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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

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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**Position Title,** Company/Business/Organization – City, State Dates Position Held (Ex. Month 20XX - Present)

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* **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 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