First Name Last Name

(XXX) XXX-XXXX | Email@gmail.com |[www.linkedin.com/in](http://www.linkedin.com/in) (or GitHub)

Summary (Summary/objective are **optional**)

A brief, impactful summary that highlights your key skills, experiences, and career goals. Tailor this section for each job to include relevant keywords.

Education

Name of University, ABC school Expected Graduation Month Year

Degree (e.g. Master of Science) GPA: ([**GPA is optional**](https://help.quinncia.io/article/268-gpa))

Name of University, ABC school Graduation Month Year

Degree (e.g. Bachelor of Science), Major: XXXXX GPA: ([**GPA is optional**](https://help.quinncia.io/article/268-gpa))

Minor: XXXXX (if any)

***\*Do not use bullet points in the education section***

Professional Experience

**Organization Name** City, State

***Position Title*** Month year–Month year (How should you write dates?

Brief role description (1-2 lines) Start with the most recent position.

* Write your main highlighted accomplishments.
* Think about how your task/project helped the company do better and how you added value to the company.
* Follow the format “Performed X by doing Y resulting in Z”
* Start with strong action verbs and avoid using responsible, helped, researched, or assisted.
* If you are struggling to write your bullet points, use [Gemini](https://gemini.google.com/) (***but sign in with R’Mail so that your information is not used to train their AI model)***

**Organization Name** City, State

***Position Title*** Month year–Month year

Brief role description (1-2 lines) Start with the most recent position.

* Try to highlight different skills and use different action verbs
* Show overall benefit to the organization so that future employers know how you could add value to their organization
* Your resume should demonstrate competencies: Critical thinking, leadership, teamwork, communication, career management.

**Organization Name** City, State

***Position Titl****e* Month year–Month year

Brief role description (1-2 lines) Start with the most recent position.

* Here are some examples for you to think about.
* For working as a car valet. “Improved customer satisfaction by making managing customer vehicles and reducing customer wait time by 20%. Achieved 100% customer satisfaction and tips.”
* For working as a lifeguard: “Supervised over 100 kids during the summer achieving 0 incidents and 97% open rate for the local community pool, during business hours.”

Leadership (or Volunteering/Activities)

**Organization Name, Institution Name** City, State

***Title*** Month year–Month year

Brief description (1-2 lines).

* This might be activities related to a specific class or organization on campus or volunteer work experience.
* Try to show the technical skills of projects you have worked on.
* You should also focus on leadership, teamwork, and management skills here.

Skills (Do not use bullet points or sections, you can use columns but again, no bullet points)

Word, Excel, PowerPoint, Project, Smartsheets, SendGrid-email marketing, Asana-task management, and Hubspot.