

[Sample Resume]

YOUR NAME

Mailing Address • City, State ZIP code • 312-555-1234 • BUNetID@mail.bradley.edu

OBJECTIVE: Include type (internship, full-time, etc.), title, timeframe (for internship), and employer name. [OPTIONAL]

SUMMARY of QUALIFICATIONS [OPTIONAL]

- Provide three (3) to five (5) key areas of information to help the reader understand your background
- Summarize knowledge, technical skills, and relevant abilities in your field including teamwork, communication (with others in your field as well as outside of field), process-related, and tools/resources needed within your field (*ex., Completed coursework and related projects to alternative energy*)

EDUCATION

Bradley University, Peoria, Illinois, USA

Master of Science in [Major], Expected Graduation [month, year]

- Area of Concentration (*optional*)
- Overall GPA: x.xx (4.0 scale) [after first semester is complete]

Previous Institution, City, State or Country

Degree in Major, month, year

- Area of Concentration
- Overall GPA: x.xx (scale) [*you may need to define if different that the 4.0 system used in the U.S.*]

RELATED EXPERIENCE

(*May include internships, and/or undergraduate and graduate course projects and research relevant to field.*)

Employer/Organization, City, State

Job Title. Dates employed (may be “summers of”)

- Description of accomplishments, responsibilities, skills utilized
- Begin each phrase with an action verb and use keywords
- Provide details (numbers, dollar amounts, ages, explanations, how you did something, etc.)

Job Title. Employer/Organization. City, State. Dates employed (may be “summers of”) [ALTERNATE STYLE]

- Each bullet should support your “goal”
- Show transferrable skills and special knowledge related to the advertised position
- Bullet formula - Strong Action Verb + Describe Skills Used or Task Completed + Result or Value Added

ADDITIONAL EXPERIENCE

(*May also include VOLUNTEER or LEADERSHIP EXPERIENCE as well as research and graduate assistantships*)

Job Title. Employer/Organization. City, State. Dates employed (may be “summers of”)

- Bullets in this area should show relevant/related skills used in the advertised position
- Avoid personal pronouns such as I, me, we, you, and they throughout the resume

HONORS and ACTIVITIES (*may break these into separate sections*) [OPTIONAL]

- Organization name, year(s)
 - Leadership role(s) (*if significant and related, consider detailing in LEADERSHIP EXPERIENCE*)
 - *Optional:* brief explanation of involvement
- Honor name, year(s) received or inducted

SKILLS (*show actual, measurable industry-relevant skills needed for the position*)

- Language/Sign Language skills (indicate proficiency level, example – conversational)
- Laboratory skills (equipment, tools, techniques)
- Other skills relevant to your major or the field you wish to enter

Revised 07/15/2016