

**YOUR NAME**

Mailing Address • City, State ZIP code • 312-555-1234 • BUNetID@mail.bradley.edu  
Address may be removed from online versions of your document to protect your privacy

**EDUCATION**

**Bradley University**, Peoria, IL

Bachelor of [Arts or Science] in [Major], degree honors - *magna cum laude*, Expected Graduation [month, year]

- Minor, Area of Concentration, Honors Thesis, or Study Abroad experience **[OPTIONAL]**
- Overall GPA: x.xx and/or Major GPA: x.xx (4.0 scale) **[OPTIONAL]**

**RESEARCH EXPERIENCE**

*(Always consult with the lead researcher/faculty member prior to and after writing this section for approval)*

**Course code - name, semester [OR]**

**Title. Lab, Faculty member name, Department, School. Dates**

Description of research (like a “mini abstract”), incorporate size of team

- Share information about your role, tools/techniques that you learned and used
- Separate duties into individual bullets, if possible. Focus on relevant transferable skills
- Begin each phrase with an action verb and use keywords
- Provide details about publications and/or presentations

**Additional sections to consider adding include Publications and/or Presentations.**

**RELATED EXPERIENCE**

*(May include internships, teaching assistant, and/or significant experiences relevant to field.)*

**Job Title. Employer/Organization**, City, State. 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.)
- 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)*

**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 AWARDS** *(may break these into separate sections)* **[OPTIONAL]**

- Organization name, year(s)
  - Leadership role(s) *(if significant and related, consider detailing in LEADERSHIP EXPERIENCE)*
  - Brief explanation of involvement **[OPTIONAL]**
- Honor name/organization, year(s) received or inducted

**SKILLS** *(show actual, measurable, relevant skills needed)*

- Computer skills *(specify languages, software applications, hardware/networking knowledge, etc.)*
- Foreign/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

**Other sections and items to consider** - CV's tend to be 2 or more pages because they contain more relevant details. Share skills, qualifications, personal qualities, etc. being sought after by the reader(s).

*Don't forget to review your document for spelling and grammar errors*