**Your Name**

Email Address | Primary Phone Number | LinkedIn Profile

**EDUCATION**

**University of Delaware** Newark, DE

*Master of Arts/Science/etc. (choose the correct degree), Program Name* Graduation Month & Year

GPA: X.XX (list out to two decimal places; do not list if below a 3.0; do not round up)

**Thesis:** *List the title of your thesis here*

**University of XXXXXXX** Newark, DE

*Bachelor of Arts/Science (choose the correct degree), Name of College* Graduation Month & Year

Major: *Your major(s)*, Minor: Your minor (if you had one)

GPA: X.XX (list out to two decimal places; do not list if below a 3.0; do not round up)

Dean’s List: List Semesters & Years (optional)

**EXPERIENCE (***can include research/teaching experience***)**

**Company/Business/Organization** City, State

*Position Title* Dates Position Held (Ex. Month 20\_\_ - Present)

List experiences in reverse chronological order (most recent experiences on top and least recent on bottom)

Explanation of duties, role in organization, describing the difference you made in the position

Use action verbs at the beginning of each statement

Describe what you accomplished in your position and give numbers indicating increases in production, profit, feedback, etc.

**Company/Business/Organization** City, State

*Position Title* Month 20\_\_ - Month 20\_\_

Explanation of duties, role in organization, describing the difference you made in the position

Use action verbs at the beginning of each statement

Describe what you accomplished in your position and give numbers indicating increases in production, profit, feedback, etc.

**Company/Business/Organization** City, State

*Position Title* Month 20\_\_ - Month 20\_\_

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**Company/Business/Organization** City, State

*Position Title* Month 20\_\_ - Month 20\_\_

Explanation of duties, role in organization, describing the difference you made in the position

Use action verbs at the beginning of each statement

Describe what you accomplished in your position and give numbers indicating increases in production, profit, feedback, etc.

**ACTIVITES**

**Student or Professional Association/Club/Volunteer Org** City, State

*Position Title* Month 20\_\_ - Month 20\_\_

**Student or Professional Association/Club/Volunteer Org** City, State

*Position Title* Month 20\_\_ - Month 20\_\_

**TECHNICAL SKILLS**

Languages: List languages such as Java, C, C++, MatLab, etc.

Operating Systems: List systems such as Unix, Sun Solars, MacOS, etc.

Software: List software such as Microsoft, Eclipse, Adobe Photoshop, Minitab

Languages: verbal/written communication (other than English)