**Your Name**

City, State | [Email@udel.edu](mailto:Email@udel.edu) | Phone Number LinkedIn.com/in/yourname

# EDUCATION

**University of Delaware** Newark, DE

*Bachelor of Science: (your major* and *your 2nd major if you have one)* May 20XX

*Minor: (your minor if you have one and your 2nd minor if you have one)*

* GPA: X.X/4.0 (only include if 3.0 or above)
* Dean’s List: (list semesters: Fall 20XX. Spring 20XX)

**Study Abroad University** City, Country

*Study Abroad Program* Semester, Year

# SKILLS & CERTIFICATIONS

* List proficiency level for specific software/programs/databases/platforms here
* List certifications here

# WORK EXPERIENCE

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

*Position Title* 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* 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* 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
* 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

*Position Title* 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
* 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.

YOUR NAME

Phone Number • [Email@udel.edu](mailto:Email@udel.edu) • LinkedIn.com/in/yourname

# EDUCATION

**University of Delaware** – Newark, DE May 20XX

# Lerner Business & Economics

*Bachelor of Science in (your major)* and *(your 2nd major if you have one) Minor in (your minor if you have one and your 2nd 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: Collaborated with a team of three people to research and present on branding history for a specific company. Received positive critiques from group members and earned an A on the project.

# EXPERIENCE

**Position Title**, *Company/Business/Organization* – City, State 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.

**Position Title**, *Company/Business/Organization* – City, State 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.

**Position Title**, *Company/Business/Organization* – City, State 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.

# CAMPUS & VOLUNTEER INVOLVEMENT

**Position Title**, *Student Organization/Association/Team/Club* 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* 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

* Technical: list proficiency level for specific software/programs/databases/platforms here
* Languages: list proficiency level in reading, writing, and speaking