**Name**

*Tip: Information (experiences, schools, projects) in resume sections are listed in order of most recent to least recent.*

*Preferred: Margins are from 0.5 to 1 inch. Font no smaller than 10 point.*

5678 Street ● City, VA Zip ● (000)000-0000

Email Address ● LinkedIn Address or Portfolio Page

**Objective**  
*Describe your key attributes, skills & qualifications, then state what you are looking for.*

*Example:* Motivated Mechanical Engineering student with strong skills in AutoCAD and SolidWorks seeking summer internship.

**Education**

Virginia Commonwealth University, Richmond, VA Expected Graduation: Month Year

Bachelor of Science in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Minor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

GPA: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(only list if 3.0 or greater)*  Dean’s List (Semester Year, Semester Year)

**Relevant Courses**

*List the names of relevant courses, such as engineering, math, software classes, by name, not course number*

**Skills** *-* **Use categories of skills to emphasize your interests***, such as Design, Data Analysis, Programming Languages, Software Tools, Automotive, Machine Shop, or create categories that work for your needs.* Example:

**Computer skills:** Program #1, Program #2, Program #3

**Technical skills:** Experienced with machine shop tools

**Language skills:** Fluent in written and spoken English and Spanish *(only claim English if it’s not your 1st language)*

**Relevant Experience** *(this can be paid or unpaid experience, volunteer, research, etc.)*

Your Job Title, Organization, City, State Month Year – Month Year *(or Present)*

* *Bullet points start with an* ***Active Verb,*** *then* ***Quantify & Specify*** *– provide numbers, name procedures, programs. When possible, show* ***Results*** *– what did you contribute? How did the organization benefit?*
* *Bullet points are a good place to include soft skills (personal qualities that make you a good employee - - communication, perseverance, creativity, etc.). Use precise language for your soft skills & show results.*
* *Example:* Reviewed over 75 engineering drawings submitted by commercial contractors for compliance with state building codes. Applied careful attention to detail to identify over 200 required corrections. Recognized by supervisor for speed and accuracy of work.

**Academic Projects** *(use this as a way to show what you’ve learned in class)*

Name of Project, Name of Class, VCU, Richmond, VA Month Year – Month Year *or* Semester Year

* *Describe the project, then your role* – As a member of a four-person team, designed…
* *Use the bullet point format explained above*

Name of Project, Name of Class, VCU, Richmond, VA Month Year – Month Year *or* Semester Year

* *Use the bullet point format explained above*

**Independent Projects** *(use this to show hobbies or projects that you’ve done that are relevant to your degree)*

Name of Project, descriptive details

**Other Work Experience**

Your Job Title, Organization, City, State Month Year – Month Year

*Example:* Cashier, Kroger’s, Richmond, VA May 2022 – Aug 2022

**Leadership, or Student Organizations, or Activities** *(select one heading that works for you)*

* Your Title, Organization, City, State Month Year – Month Year
* List org’s in which you have been active, held a leadership role, or are relevant to your major