

YOUR NAME HERE

City | Phone Number | Email (The one you check most often) | LinkedIn Address

EDUCATION

Bachelor of Science in _____ Your Major Here _____, San Diego State University (Graduation Date)
Minor in _____ Your Minor Here (if applicable) _____

SKILLS

- List Languages:** If you know how to read, write, or speak more than one language, place here.
- List Hard Skills:** Hard skills are abilities that let you tackle job-specific duties and responsibilities. Hard skills can be learned through courses, vocational training, and on the job. These skills are usually focused on specific tasks and processes such as the use of tools, equipment, or software.
- List Soft Skills:** In contrast, soft skills are your traits and abilities not unique to any job – think collaboration, time management, empathy, or leadership.

PROJECTS

Current students or recent graduates can use university projects to highlight your relevant skills in a more practical setting. Educational projects might include projects you completed at university, during further education, or as a part of a professional program. It doesn't include regular coursework unless it was particularly outstanding (ex: award-winning). This should be listed in chronological order, with your most recent experience at the top.

Project Name

Month 20XX – Present

- Focus on your contributions, not your responsibilities.
- Keep your bullet point descriptions at three lines or under.
- Write your current experience in present tense if you wish.

EXPERIENCE

The work experience section of your resume should contain information about your professional history including previous titles, employers, dates of tenure, responsibilities, skills learned and accomplishments. Depending on your background, you can include full-time positions, part-time jobs, temporary roles, and internships. This should be listed in chronological order, with your most recent experience at the top.

Job Title

Location of Company

Month 20XX – Present

- Describe your responsibilities and the accomplishments you achieved while working at this job.
- Focus on tasks and results most relevant to the position you're applying for.
- Be as specific as possible and use numbers to showcase and highlight your attributes and achievements.

ACTIVITIES & ACHIEVEMENTS

1. List Volunteer Work (ex: Surf Riders Beach Cleanups)
2. List College Clubs and Organizations (ex: Aztec Racing)
3. List Certifications (ex: FE certification)
4. List Awards