**First Name Last Name**

Address ● Phone ● Email ● Pronouns

LinkedIn/ Online Portfolio Link

**OBJECTIVE:**

**EDUCATION:**

**CERTIFICATION(S):**

**SKILLS & ABILITIES:**

**RELATED EXPERIENCE:**

**ADDITIONAL EXPERIENCE:**

**COMMUNITY ENGAGEMENT & ACCOMPLISHMENTS:**

Seeking a [insert position] at [insert place] that uses my [insert three key skills you are most proud of that you bring to the table].

**Name of School** Location Degree Dates of attendance

*Concentration/Major* GPA

Organization, *Certification*  Month/Year Certification was Received

* List 4-6 skills that are relevant for your major/career path.
* Include relevant transferable skills- the skills you can transfer from one position to another.
* Look at learning/course objectives on your syllabi, job descriptions, and ONET for help in finding relevant skills.
* Write the skill statements differently from your experience statements.
* Focus more on the hard and soft skills you’ve gained holistically and less on daily responsibilities.

**Name of Company** Location *Title of Position* Month/Year – Present

* This section should detail your current and past work experience and should be ordered in each section in reverse chronological order.
* Bullet point your job descriptions and focus on accomplishments, routine duties, and try to quantify when possible.
* Start each sentence with an action verb such as “create”, “demonstrate”, or “performed”.
* See the CREW Career Center Resume Packet to better understand the SOAR method.

**Name of Company** Location *Title of Position* Month/Year – Month/ Year

* Example for a role in the past- Created layout and color scheme for volunteer brochure.
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**Name of Company** Location *Title of Position* Month/Year – Month/ Year

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**Organization giving the award**, *Award name* Month/Year Award was received

**Organization you belong to**, Position in organization Month/Year - Present