**YOUR NAME**Street Address, City, State Zip Code   
phone number | name@ucmail.uc.edu | LinkedIn URL

**EDUCATION:**  
**Degree, Major** Expected Graduation: Month Year   
*University of Cincinnati, Cincinnati, OH*

* Minor: (Note: Optional)
* GPA: (Note: Optional)
* Relevant Coursework: (Note: Optional)
* Study Abroad: (Note: Optional. If used, include subject of coursework, location, as well as months and years of participation)
* Awards and Honors: (Note: Optional)

**CLASS PROJECTS:**

**Name of Project/Class** Month Year-Month Year

*University of Cincinnati, Cincinnati, OH*

* Begin each line with an action verb and include details that will help the reader understand your experience, skills, outcomes and achievements.
* Do not use personal pronouns; each line should be a phrase rather than full sentence.

**EXPERIENCE:**

**Position Title** Month Year-Month Year  
*Organization Name, City, State*

* List your positions in reverse chronological order, beginning with your most recent position (full-time work, part-time work, internship/co-op, teaching assistantships, etc.).
* You may also include other sections, such as Research Experience, Volunteer Experience, etc Begin each line with an action verb and include details that will help the reader understand your experience, skills, outcomes and achievements.
* If something on your resume is in the past, use the past tense (managed, delivered, organized) and if you are still actively in the role, use the present tense (manage, deliver, organize).
* Do not use personal pronouns; each line should be a phrase rather than full sentence.
* Quantify, using numbers and percentages, where possible.

**Position Title** Month Year-Month Year  
*Organization Name, City, State*

* Begin each line with an action verb and include details that will help the reader understand your experience, skills, outcomes and achievements.
* Do not use personal pronouns; each line should be a phrase rather than full sentence.

**EXTRACURRICULAR ACTIVITIES:**

**Role** Year-Year

*Organization, City, State*

* This section can be formatted similarly to the Experience section, or you can omit descriptions for activities.
* If this section is more relevant to the opportunity you are applying for, consider moving this above your Experience section.

**Role** Year-Year

**Role** Year-Year

*Organization, City, State*

**HONORS:**

**Recipient** Year-Year

*Organization, City, State*

**SKILLS:**

**Computer:** List computer software and programming languages

**Language:** List foreign languages and level of fluency (If Applicable)