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### [**Resume example**](https://resume-example.com/)

Hello Valued Applicant,

Creating a standout resume has never been easier! Our resumes feature clean, modern designs tailored to make a lasting impression. Crafted by certified resume writers and optimized for ATS compatibility, they’re built to help you succeed in today’s competitive job market.

#### **Here’s how we can help you:**

[**Build Your Resume**](https://resume-example.com/builder/onboard/start) – Our simple tool makes creating a standout resume quick and stress-free.
[**Browse Resume Templates**](https://resume-example.com/cv) – Choose from modern, eye-catching designs tailored to impress.
[**Explore Resume Examples**](https://resume-example.com/resume-examples) **–**Get inspired by samples made for every industry and role.

[**Write the Perfect Cover Letter**](https://resume-example.com/cover-letters)– Complete your application with a compelling cover letter that wins interviews.
[**Job Search**](https://resume-example.com/job-search)– Visit our blog for expert tips and strategies to help you land your dream job.

**Take the guesswork out of job applications and start creating your future today. We’ll make sure you’re ready to seize every opportunity with confidence!**

[**Your next chapter starts here – let’s get started.**](https://resume-example.com)

**Warm regards,**
**The****Resume Example Team**

**How to Write a Student Resume**

**1. Header (Personal Information)**

✔ **Ensure your header is clear and well-structured.**
✔ Include **name, student status (e.g., College Student, High School Graduate), email, phone number, and LinkedIn (if applicable).**
✔ Use a **professional email address** (avoid informal ones like gamerboy123@gmail.com).
✔ Avoid including **photos, home addresses, or unnecessary personal details.**

**2. Resume Title**

✔ Use a **relevant and attention-grabbing title** (e.g., "College Student | Aspiring Marketing Specialist").
✔ Customize it based on the **position or career field** you're targeting.

**3. Summary or Objective Statement**

✔ **If you have some experience**, write a **resume summary**:

* Highlight **key skills, academic achievements, and relevant projects or internships**.
* Example: *"Motivated Business Administration student with strong analytical and problem-solving skills. Experience in market research and digital marketing strategies through coursework and internships."*
✔ **If you lack experience**, write a **resume objective**:
* Focus on **enthusiasm, relevant coursework, and career aspirations**.
* Example: *"Dedicated Computer Science student with a passion for AI and software development. Seeking an internship to apply Python and data analysis skills in a real-world setting."*

**4. Education (Reverse Chronological Order)**

✔ Place **education before experience** if you have limited work history.
✔ Include:

* **Degree or Major** (e.g., "Bachelor of Science in Computer Science")
* **University/College Name**
* **Graduation Year (or expected graduation date)**
* **Relevant coursework, academic achievements, or GPA (if above 3.5).**

**5. Work & Internship Experience**

✔ Use **reverse chronological order** (most recent first).
✔ Include:

* **Job/Internship Title**
* **Company Name & Location**
* **Dates of Work**
* **Key responsibilities & achievements** (use bullet points).
✔ Use **action verbs and quantify results** (e.g., "Developed a social media campaign that increased engagement by 40%").
✔ If you lack professional experience, highlight **volunteer work, extracurricular activities, freelance work, or academic projects**.

**6. Skills Section (Hard & Soft Skills)**

✔ **Hard Skills (Technical & Industry-Specific)**

* Data Analysis (Python, SQL, Excel)
* Graphic Design (Adobe Photoshop, Canva)
* Coding (Java, HTML/CSS, JavaScript)
* Social Media Marketing (SEO, Google Analytics)
✔ **Soft Skills (Transferable & Interpersonal)**
* Time Management
* Communication & Teamwork
* Problem-Solving
* Leadership & Adaptability
✔ Match your **skills with job descriptions** to improve ATS compatibility.

**7. Additional Sections (Optional but Recommended)**

✔ **Certifications** – Include online courses or certifications (e.g., "Google Analytics Certified").
✔ **Languages** – Mention proficiency levels (e.g., "Fluent in Spanish, Basic German").
✔ **Extracurricular Activities** – Sports, clubs, leadership roles, hackathons.
✔ **Personal Projects** – Websites, blogs, coding projects, case studies.

**8. Formatting & ATS Optimization**

✔ Keep formatting **simple & clean** (avoid columns, tables, graphics).
✔ Use **bullet points** for easy readability.
✔ Choose **professional fonts** (Arial, Calibri, Times New Roman).
✔ Optimize with **job-relevant keywords** to pass ATS scanning.
✔ Save your resume as **PDF or Word (.docx) format**.

**9. Cover Letter (Highly Recommended)**

✔ Tailor it to each job application.
✔ Start with a **strong introduction** and explain why you're interested.
✔ Highlight **relevant skills, coursework, or projects** that align with the role.
✔ End with a **call-to-action** (e.g., “I look forward to the opportunity to discuss my application further.”).

**Student Resume Example**

## A close-up of a cv  AI-generated content may be incorrect.

## **Student Resume Checklist**

**Check** your student resume to see if it has all the critical elements:

✅ **Header** includes **name, contact info, LinkedIn, and a professional email address.**
✅ **Resume title** is relevant and aligns with the job or internship position.
✅ **Summary/objective** highlights **skills, education, and career goals.**
✅ **Education** is listed with **degree, school name, graduation year, and relevant coursework.**
✅ **Experience section** includes **internships, volunteer work, school projects, or freelance work.**
✅ **Skills section** contains **both hard skills (technical) and soft skills (interpersonal).**
✅ **Additional sections** include **certifications, languages, extracurricular activities, and personal projects.**
✅ **ATS-friendly formatting** with **bullet points, keywords, and professional fonts.**
✅ **Resume is tailored to each application** (keywords match the job description).
✅ **Cover letter is included** to strengthen the application.

**If you're unsure about writing your resume or want to save time, we're here to help.**

[**Use our resume builder to create a professional, ATS-friendly resume in minutes—boosting your chances of landing an interview and securing your dream job.**](https://resume-example.com/builder/onboard/start)

**Good Luck!**