

****Download as a Word doc to maintain formatting. DO NOT use Google docs or cut and paste.****

Your Name

username@gmail.com | (123) 456-7890 | linkedin.com/in/yourname/

SUMMARY

A summary statement is typically 3-5 sentences and has 3 parts.

1. State degree, major and school. Highlight internships and team-based school or independent projects.
2. Quantify co-curricular involvement (i.e., athletics, part-time job, student orgs) with the number of hours you devote to each activity.
3. List your most complex technical skills that set you apart as a candidate.

[SUMMARY Resource Link](#)

EDUCATION

B.S. Your Major | Milwaukee School of Engineering | GPA: 4.00 | expected Month Year

TECHNICAL SKILLS

Divide your skills section into 3 or 4 labeled categories, followed by a list of skills to maximize readability through the ATS. Click [here](#) to view examples by major.

Category: Skill, Skill, Skill, Skill, Skill

Category: Skill, Skill, Skill, Skill, Skill

Category: Skill, Skill, Skill, Skill, Skill

[TECHNICAL SKILLS Resource Link](#)

INTERNSHIP EXPERIENCE

Your Title | Company | City, State | Month – Month Year

Project Title (Team of #): Describe the project goal, objective or the problem to solve.

- In chronological order explain what you did, how you did it and why you did it.
- What, how, why.
- What, how, why.

PROJECT EXPERIENCE

Project Title (Team of #): Describe the project goal, objective or the problem to solve.

- In chronological order explain what you did, how you did it and why you did it.
- What, how, why.
- What, how, why.

[PROJECT EXPERIENCE Resource Link](#)

MILITARY EXPERIENCE

Title | Organization | Month Year - Month Year

- What, how, why.
- What, how, why.

Click [here](#) to learn how to communicate your military experience to potential employers.

LEADERSHIP EXPERIENCE | CO-CURRICULAR INVOLVEMENT | COMMUNITY SERVICE

Title | Organization | Month Year - Month Year | # hrs per wk (if while in school)

Title | Organization | Month Year - Month Year | # hrs per wk

WORK EXPERIENCE

Title | Company | Month Year - Month Year | # hrs per wk (if working while in school)

Title | Company | Month Year - Month Year