First Name Last Name

City, ST · netid@nd.edu · (XXX) XXX-XXXX · www.linkedin.com/in/FirstLast

PROFESSIONAL SUMMARY

- Briefly describe the skills and experience that make you the right candidate for the position.
- Emphasize your most relevant skills, tailored to the job description.
- Include any soft skills that define you and make you stand out, and include context for how you developed or applied them to avoid being too generic.
- Can use bullets or a short paragraph *(maximum of three to five bullets or sentences).*

EDUCATION

University of Notre Dame   Notre Dame, IN
Degree, Field of Study   Graduation Month & Year
   Dissertation or Thesis topic *(if relevant to position you are applying for)*

Previous Institution(s)   City, ST (or Country if non-US)
Degree, Major or Concentration   Graduation Month & Year
   GPA: 3.8 *magna cum laude*

PROFESSIONAL EXPERIENCE

Most Recent Employer's Organization Name   City, ST (or Country if non-US)
Title, Department   Month Year – Month Year
- Briefly describe the work and your role/accountability in conducting it.
- Describe any results that have been achieved or what the objective of your work there was intended to accomplish: Action verb + accomplishment/accountability + results (example below).

Title 2, Department
- Cleaned 10 monthly survey data of 300+ households to determine the impact of new roads on healthcare access in rural Nigeria.
- Highlight specific skills, qualities, and attributes demonstrated. Quantify achievements or scope whenever possible.

Previous Employer's Organization Name   City, ST (or Country if non-US)
Title, Department   Month Year – Month Year
- Accomplishments and accountabilities in following formula:
- Action verb + accomplishment/accountability + results (example below).
- Designed and managed implementation of 2,000 PC WAN across five regional offices, streamlining division's communications and knowledge sharing.
- Highlight specific skills, qualities and attributes demonstrated. Quantify achievements or scope whenever possible.
- When applying for a non-teaching position, use business terminology to describe a teaching experience (e.g. presented or trained rather than taught).

Previous Employer's Organization Name   City, ST (or Country if non-US)
Title, Department   Month Year – Month Year
- Action verb + accomplishment/accountability + results (example below).
- Developed new brand strategy and re-launched product gaining additional 15% market share in frozen foods category.

LEADERSHIP & SERVICE *(NO NEED TO BULLET THE LIST OF ORGS. CAN ADD BULLETED ACCOMPLISHMENTS UNDER THEM.)*

Full Organization Name (ACRONYM), Role/Title   Month Year – Month Year
Full Organization Name (ACRONYM), Role/Title   Month Year – Month Year
Include both professional association memberships and campus organization involvement

TECHNICAL SKILLS & AWARDS *(DO NOT USE BULLET POINTS)*

Computer Skills: List the software programs, hardware, databases, and programming languages you are proficient in, along with hours of experience if possible (if extensive, divide among multiple subheadings)
Languages: List foreign languages & proficiency level (e.g. fluent, advanced reading knowledge, etc.)
Honors & Awards: When relevant to the position, competitive, and prestigious