

EDUCATION

McMurry University, School/College Name Here

Candidate for Bachelor of [SEE TIP]

Major or Concentration: Name | Minor (optional):

Relevant Coursework (optional): Course Title; Course Title;

Abilene, TX

May 20XX

GPA: 3.50/4.0

DEGREE TIP: Arts [CAS]/Science
in Economics [WH]/Applied
Science or Science of Engineering
[SEAS]/Science in Nursing [NURS]

High School (optional)

Honors & Awards (optional):

City, State

June 20XX

PROFESSIONAL EXPERIENCE

Organization Name

City, State

Job/Internship Title

Month – Month Year

- What skills did you use? What were your accomplishments? What were the outcomes related to your work? Are there any quantifiable details that could provide context, scope, or demonstrate impact?
- Where possible try to give context not just that you did XX, but that you did XX well or with YY results

Organization Name

City, State

Job/Internship Title

Month – Month Year

- Avoid verbs like 'worked with/helped with/assisted' and instead use strong, active verbs
- Incorporate quantifying detail to give scope and impact to your experience (i.e., Collaborated with team of 6, managed budget of \$500...)
- Be specific – instead of saying "strong leadership skills", provide an example of when you showed those leadership skills (i.e., "Spearheaded social media marketing campaign with 4 team members...")

LEADERSHIP & EXTRACURRICULARS

Club/Org Name

City, State

Position/Title

Month – Month Year

- Employers have limited time to evaluate candidates and so it's important for the key pieces of information to jump off the page
- What are the main ideas you want to communicate and is the currently layout, structure, & content of your document conveying that message effectively?

Club/Org Name

City, State

Position/Title

Month – Month Year

- Pay attention to the internship/job description – what transferable skills/related experiences do you have? What qualifications are they asking for? You don't have to meet 100% of them to be a good candidate

Club/Org Name

City, State

Position/Title

Month – Month Year

- Limit your resume to 1 page (unless you are alum with advanced degree or substantial work experience)
- Save space by decreasing font size to 10pt (but no smaller than that); margins can be .6 inches

SKILLS & INTERESTS

Technical: Python, Photoshop**Languages (optional):** Korean (intermediate)**Interests (optional):** Machine Learning, Open-Source, Cinematography

Your Name

student@mcm.edu // (555) 555-555 // LinkedIn URL

EDUCATION

McMurry University, School/College Name Here, Abilene, TX

May 20XX

Candidate for Bachelor of [SEE TIP]

Major or Concentration: Name

GPA: 3.50/4.0

Relevant Coursework (optional): Course Title; Course Title;

Honors & Awards (optional):

DEGREE TIP: Arts [CAS]/Science
in Economics [WH]/Applied Science
or Science of Engineering
[SEAS]/Science in Nursing [NURS]

High School (optional), City, State

June 20XX

SAT Scores (for finance/consulting): Math (##) / Reading & Writing (##)

RELEVANT EXPERIENCE

Organization Name | Job/Internship Title, City, State

Month – Month Year

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- Incorporate quantifying detail to give scope & impact (i.e., Collaborated on team of 6, managed budget of \$500...)

Organization Name | Job/Internship Title, City, State

Month – Month Year

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Organization Name | Job/Internship Title, City, State

Month – Month Year

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LEADERSHIP

Club/Org Name | Position/Title, City, State

Month – Month Year

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Club/Org Name | Position/Title, City, State

Month – Month Year

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Club/Org Name | Position/Title, City, State

Month – Month Year

- Incorporate quantifying detail to give scope and impact to your experience (i.e., Collaborated with team of 6, managed budget of \$500...)
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SKILLS

Technical:

Languages:

Interests (optional):

Your Name

student@mcm.edu | (555) 555-555 | GitHub: URL

EDUCATION

McMurry University, School/College Name Here, Abilene, TX

May 20XX

Candidate for Bachelor of [SEE TIP]

GPA: 3.50/4.0

Major (or Concentration): Computer Science

Relevant Coursework (optional): Course Title; Course Title;

Honors & Awards (optional):

DEGREE TIP: Arts [CAS]/Science in
Economics [WH]/Applied Science or
Science of Engineering
[SEAS]/Science in Nursing [NURS]

High School (optional), City, State

June 20XX

TECHNICAL SKILLS

Programming Languages: Java, Python

Platforms/Tools: scikit-Learn, Tensorflow, Jupyterhub

Interests (optional): Machine Learning, Open-Source, Cinematography

RELEVANT EXPERIENCE

Organization Name, City, State

Job/Internship Title

Month – Month Year

- What skills did you use? What were your accomplishments? What were the outcomes related to your work? Are there any quantifiable details that could provide context, scope, or demonstrate impact?
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Organization Name, City, State

Job/Internship Title

Month – Month Year

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PROJECTS

Project Name/Description

Month Year

- Describe the coding project, the goal or results, and the technical languages and/or skills you used

Project Name/Description

Month Year

- Where possible try to give context not just that you did XX, but that you did XX well or with YY results

LEADERSHIP

Club/Org Name, City, State

Position/Title

Month – Month Year

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Club/Org Name, City, State

Position/Title

Month – Month Year

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Your Name

Student@mcm.edu . (555) 555-555 . Abilene, TX

EDUCATION

McMurry University, School/College Name Here, Abilene, TX
Candidate for Bachelor of [SEE TIP] in Major/Concentration Name
Senior Honors Thesis:
GPA: 3.50/4.0
Achievements:

May 20XX

DEGREE TIP: Arts [CAS]/Science in
Economics [WH]/Applied Science or
Science of Engineering
[SEAS]/Science in Nursing [NURS]

RESEARCH EXPERIENCE

Organization Name, City, State

Job/Internship Title

Month – Month Year

- What skills did you use? What were your accomplishments? What were the outcomes related to your work? Are there any quantifiable details that could provide context, scope, or demonstrate impact?
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Organization Name, City, State

Job/Internship Title

Month – Month Year

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LEADERSHIP & ADDITIONAL EXPERIENCE

Organization Name, City, State

Job/Internship Title

Month – Month Year

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Club/Org Name, City, State

Position/Title

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Club/Org Name, City, State

Position/Title

Month – Month Year

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SKILLS & INTERESTS

Lab Procedures:

Technical:

Interests (optional):