

COPY AND PASTE THIS ENTIRE DOCUMENT INTO MICROSOFT WORD TO CREATE YOUR RESUME!

First and Last Name

City, State Zip Code | Phone Number | Email | [LinkedIn URL](#)

EDUCATION

Bachelor of (Arts)/(Sciences) in (major), *University of Illinois Chicago (UIC)*, Chicago, IL Graduation Month Year

Concentration | Minor (if applicable)

Study Abroad: (If applicable) GPA: (if above 3.0) Dean's List (___/___ semesters), Honors College, Academic Awards

- **Relevant Coursework:** (Optional) List title of class, not course number, Include no more than 5 elective courses

COURSE PROJECTS (Optional)

Project Title, *School and Class Title*, City, State, Month Year – Month Year

- Begin with an action verb (not “Assisted or Responsible for”) like “Synthesized, Gathered, Interviewed, Collaborated, Analyzed, Developed, Organized, Researched” and answer the questions, “What did I do? How did I do it? Why?”
- Describe what you did such as individual research or team work and the outcomes of your project. Did you present your project to an audience? Did you summarize your project in written format?

PROFESSIONAL EXPERIENCE

Job Title, *Organization Name*, City, State, Month Year – Month Year

- The formatting of your resume should be consistent. Black text, common font type (Aptos, Calibri, Ariel, Times New Roman), 10-12 pt font, margins .5-1inch, and consistent use of bold, italics, and underlines.
- Every experience should include a title, organization name, location, and dates in reverse chronological order.
- Begin each bullet point with an action verb, then follow with an explanation of what you were doing, how you did it, and the outcome you achieved. Your bullet points can be 2 lines, and remember to convey your proficiency in a skillset that the employer is looking for.

Job Title, *Organization Name*, City, State, Month Year – Month Year

- Begin each bullet point with an action verb that is in the correct verb tense. If you are still working in the role, your verbs should be in present tense. If the position has ended, be sure to change the verb tense to past tense and be consistent. Highlight your biggest accomplishments and most relevant experience at the top.
- Show how you have added value by including details wherever possible such as frequency, population, and outcomes of your work. Include numbers and try to quantify wherever possible.

Job Title, *Organization Name*, City, State, Month Year – Month Year

- Follow the formula of **ACTION VERB + TASK + RESULT** for each bullet point.
- Every experience should have a minimum of 2 bullet points. For more prominent roles, include 3-5 bullets.

LEADERSHIP EXPERIENCE (This section is optional. Other optional section headings include: INVOLVEMENT, RESEARCH EXPERIENCE, PROFESSIONAL DEVELOPMENT, and RELATED EXPERIENCE)

Title, *Organization Name*, City, State, Month Year – Month Year

- Emphasize [transferrable skills](#) that can be applied from this experience into a professional setting.
- Share your experiences as a leader and articulate your achievements in the same format as above.

VOLUNTEER EXPERIENCE (This is another optional section. Your sections can be arranged however you want on the resume and within each section, your experiences should be in reverse chronological order.)

Volunteer, *Organization Name*, City, State, Month Year – Month Year

- Begin each bullet point with an action verb and think about how each section highlights experiences relevant to the employer. What qualifications are required? What words are repeated throughout the description?
- Show how you have added value by answering the question, how did I make an impact?

SKILLS / CERTIFICATIONS

- Proficient, Intermediate, Basic (add your technical skills such as SPSS, STATA, Microsoft Office, Adobe, etc. and level of proficiency). Social Media experience should also be added to this section of the resume.
- Include languages if applicable with the level of proficiency.