

ALWAYS INCLUDE YOUR FULL NAME IN BOLD & CAPITAL LETTERS

Include your full address or the city, state and zip code

Cell: include a number where you can be reached easily - Email: [use a professional email with no numbers - a full name is ideal](#)

Including your LinkedIn profile is optional

(include all of this information as a header to save space)

OVERVIEW OF QUALIFICATIONS

This section allows you to give the reader an overview of the information they will find on your resume.

Include:

- *your top 2 to 3 skills (i.e., the ones you want every potential employer to know you have)*
- *your years of experience (if relevant)*
- *other skills (i.e., technical, computer, languages, etc.)*
- *Remove generic content (ex. excellent communicator, strong interpersonal skills, hardworking etc.)*
- *No more than 5-6 bullets*

EDUCATION

Start with the degree you will or have received

graduation date

CUNY School of Labor and Urban Studies, New York, NY

- Adding bullets is optional
- Use this section only if you have unique accomplishments you want to highlight (ex. GPA, clubs etc.)

INCLUDE A SECTION THAT HIGHLIGHTS YOUR TRANSFERABLE SKILLS

Include any special projects (ex. Capstone) where you can highlight skills and accomplishments

You can also change the header title to highlight experience that will support a career transition and/ or any volunteer experience/ other work experience that needs to be highlighted (see your career specialist for more information)

SHARE YOUR PROFESSIONAL EXPERIENCE

Your Title, name of organization, city, state

January 2019 – Present

- Use the following formats:
- Action verb + the purpose
- Action verb + an accomplishment

INCLUDE PAST WORK EXPERIENCE

Your resume should include at least 10 years of work experience

Highlight work experience that will show your transferable skills

Support your years of experience in a specific field with older work experience

THINGS TO REMEMBER

Always get a different set of eyes to read through your resume

Book an appointment with your career specialist who can help you highlight your potential

Please note: The resume template is a basic example to support you – it is not a perfect resume