

# First and Last Name

Cell Phone Number – Email Address – Location City and State

## EDUCATION

**University of Texas at Arlington**

Exp. Fall 2026

Bachelor of Science [MAJOR], Minor (Optional)

GPA 0.00

Awards and Honors: (Optional)

Relevant Coursework: (Optional) List (2-4) upper-level classes related to your career goals. Do NOT list catalog numbers – only list course names.

WORK EXPERIENCE (If your experience is not directly related to the job you are applying for, move experience down and list relevant projects/clubs/skills first)

**Name of Business or Organization**

Month Year – Month Year

*Job Title*

- Use the formula ACTION VERB + TASK + RESULT to format the bullets
- Put your strongest selling point first
- Focus on accomplishments and quantified results, not job duties
- Quantify any results whenever possible and use industry keywords/buzzwords

**Name of Business or Organization**

Month Year – Month Year

*Job Title*

- Use past tense verbs when describing past experiences
- Incorporate transferable skills such as teamwork, collaboration, organization, etc.
- Include tools/programs used to accomplish tasks

## RELEVANT PROJECTS

**Name of Project**

Month Year – Month Year

*Your Role*

- List your accomplishments/results and show what experience you will bring
- Use strong "action" verbs to explain what you did and quantify, if possible

## CLUBS AND ORGANIZATIONS (Optional)

**Name of Organization**

Month Year – Month Year

*Position*

- Use the formula ACTION VERB + TASK + RESULT to format the bullets
- Put your strongest selling point first

## SKILLS

Software Skills: list of software (proficient, intermediate, beginner)

Certifications: list of certifications

Languages: (fluent, bilingual, conversational)

## ACCOMPLISHMENTS (Optional)

Scholarships

Other Activities & Volunteer Work