

Your Name *[largest font size on the page]*

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www.linkedin.com/in/how_to_create_a_personalized_url_on_LinkedIn

EDUCATION *[always first]*

Wesleyan University, Middletown, CT *[dates always right-justified]* May 2027
Bachelor of Arts, [do not abbreviate] GPA [optional]: 3.35/4.00 [do not round]
Major *[optional]*: Psychology, **Minor**: Education; Ma
Relevant Coursework *[optional]*: [Course 1], [Course 2], [Course 3]

Phillips Exeter Academy, Exeter, NH *[high school & previous institutions optional; include when relevant]* June 2023
Diploma; GPA: 3.97/4.00
Awards: Illinois State Scholar, 2023

RELEVANT EXPERIENCE

Kidcity Children's Museum, *Floor Staff*, Middletown, CT September 2023 – Present

- Each section should start with the most recent experience at the top
- Keep your resume to one page, single-sided. Consider a “master,” internal copy just for you to keep record of all of your experiences over time in one place
- Use clear, readable font (size 10 or larger) in black and Maintain at least 0.5-point margins on all sides of the page.
- Maintain consistent formatting throughout including punctuation, dates, fonts, and headers (eg., if you bold an organization name, be sure to bold all organization names)

Cross Cultural Solutions, *Volunteer*, Rochelle, NY June – August 2023

- Start each bullet with a strong action verb; use present tense of ongoing past tense for completed roles
- For every experience, describe your accomplishments and how you honed skills relevant to the position/industry you are pursuing. Use the APR (Action + Problem/Project + Result) formula to show the impact and purpose of your work.
- Avoid starting bullets with “worked,” “assisted,” “helped,” “responsible for,” and vary your action verbs throughout
- APR statements should be incomplete sentences and most often do not end with punctuation
- Include at least one and as many as three to four bulleted accomplishment statements per experience

ADDITIONAL EXPERIENCE *[other headers, “Activities,” “Leadership,” consider what makes sense for you]*

Wesleyan University, Middletown, CT *[start and end dates of employment or -Present if currently in the role]* June 2022 – Present
Orientation Team Member (August 2022), Orientation Team Leader (August 2023-present)

- If you have held multiple roles within the same organization (see line above), you can list them horizontally with dates to save space (rather than having them on separate lines) and can show leadership progression over time
- It's okay to combine both professional (work & volunteer) experiences and extra-curricular or research experiences within the same “relevant” experience section - ‘Experience’ can refer to all kinds of experience.
- Review the full [Resume Guide](#) for more detailed information on how best to develop your resume.

SKILLS AND INTERESTS *[Hard skills only – technical (computer), language, and certifications. Soft skills should be demonstrated in experience descriptions.]*

Computer: List your technical skills and proficiencies with relevant programs such as Microsoft Word, Excel, PowerPoint, STATA, R, Adobe Photoshop, AutoCAD, Hootsuite

Languages: List the languages you know how to read or converse in, along with your proficiency (e.g. Native Spanish, Conversational Italian) Use job descriptions as a guide for which technical skills to be certain to list.

Interests: Optionally, include specific hobbies and interests that you are excited to share but do not otherwise fit on your resume. If you opt to include interests, be as specific as possible (e.g., “trail running” instead of “exercise” or “Avid Phillies fan” as opposed to “Professional Sports.” Most often your interests should be contained to one line.