

Candidate's Name

Street address, City, State, Zip
username@seattleu.edu | (206) 123-5678
http://website address

SUMMARY OF QUALIFICATIONS (optional)

- List two to four key broad qualifications here- specific to the listed qualifications in the job you are pursuing.
- Good things to focus on are: **relevant** experience, skills, research, coursework, and achievements.
- May add computer and language skills.

EDUCATION (List in reverse chronological order—i.e. start with most recent)

Seattle University, Seattle, WA

Degree (Bachelor of Arts in..., Minor in ...)

Expected Graduation, Month Year

GPA (If asked for or above 3.0)

- Prestigious scholarships, if applicable (If more than two, make a separate section for Honors/Awards).
- If many relevant classes, break into separate bullet points and group like classes together.
- Research or Special Projects, if applicable (i.e., Senior Thesis: Title of Paper)

Other College Attended, City, State

Degree Achieved or Program Attended

Month, Year (begin)—Month, Year (end)

- Use same types of bullet points as above
- Keep this section concise. Use only a few bullet points, if any.

↓ **Titles of Experience Blocks** can vary:
Relevant Work Experience; Volunteer
Experience; Leadership Experience, etc. Choose
titles that articulate relevant experience!

WORK EXPERIENCE (List in reverse chronological order—start with most recent)

Job Title, Company Name, City, State

month, year (begin)—month, year (end) or present

- Each bullet should describe responsibilities or achievements. Each bullet should preferably be 1 line long, but can reach into the second line
- List bullets in the order starting with one that broadly describes your job
- Proceed with additional bullets that drill down to key responsibilities
- Describe the activities with action verbs (designed, developed, improved, calculated, summarized...)
- Try to include numbers to quantify your achievement

Server, XYZ Restaurant, Seattle, WA

June 2009-May 2011

- An example to show format. Bullet points needed to articulate experience.

LEADERSHIP EXPERIENCE (List in reverse chronological order—i.e. start with most recent)

Position, Organization Name, University

month, year (begin)—month, year (end) or present

- Each bullet should describe responsibilities or achievements. Each bullet should preferably be 1 line long, but can reach into the second line
- List bullets in the order starting with one that broadly describes your job
- Proceed with additional bullets that drill down to key responsibilities or key relevant skills
- Describing the activities with action verbs (designed, developed, improved, calculated, summarized...)
- Try to include numbers to quantify your achievement

ACTIVITIES

Member, Student Club, Dates of Membership

Office Position, Student Club, Dates of Membership

Volunteer, Organization, Location, Dates volunteered

←Other sections can vary, as well. Activities, Awards, Honors, Volunteer, etc. These may be sections that aren't as relevant, but that still you want to put on your resume. No bullet points are necessary.