**Firstname M. Lastname** (14pt-16pt font)

City, State Zip Code (optional)

412-123-4567

[email@mail.rmu.edu](mailto:email@mail.rmu.edu)

[www.linkedin/in/firstnamelastname](http://www.linkedin/in/firstnamelastname) (optional)

**SUMMARY** (optional)

Include 2-4 phrases that highlight your relevant experience, skills, accomplishments, and competencies. Tailor to the job posting and include keywords. Sample phrases: Account manager with five years of experience in… Project experience in… Proficient in… Creative problem solver known for ability to…

**EDUCATION**

Robert Morris University, Moon Township, PA

Your Graduate Degree, Your Major/Program of Study, Month and Year Received/Expected

GPA: X.X (if applicable, recommended if 3.0 or higher)

Name of College/University, Location (City, State)

Your Bachelor’s Degree, Your Major, Month and Year Received

Concentration, Minor, Certificate (if applicable)

GPA: X.X (if applicable, recommended if 3.0 or higher)

**SKILLS** (This section may be listed lower on the page if other sections are more relevant to the posting.)

Consider listing by functional subheadings related to your field such as languages, design, etc. Example:

Software: Microsoft Office (Excel, Word, PowerPoint)

**WORK EXPERIENCE**

Name of Company, City, State

Job Title, Dates (Month Year-Present or Month Year-Month Year)

* Include 3-5 bullet point phrases highlighting skills you demonstrated in this position. Tailor your bullet point phrases to the keywords and requirements included in the job description.
* Start phrases with action verbs to increase impact (Action Verb + Task/Context + Result).
* Use present tense verbs for current jobs and past tense for accomplishments and former jobs.
* Use quantifiers (numbers, percentages or money amounts) when possible to showcase results.

Name of Company, City, State (Sample bullets are included below.)

Job Title, Dates (Month Year-Month Year)

* Answered 50+ phone calls per day and directed customers to the appropriate resource, resulting in a 25% increase in customer satisfaction.
* Led a team to design a website and a new user interface using Visual Basic for a local business.

**PROJECT EXPERIENCE** (if applicable)

Name of Class- Name of Project (if applicable), Dates (Month Year-Present or Month Year-Month Year)

* Start phrases with action verbs to describe the project, your role, skills used, and the outcome.
* Tailor the projects you choose to include on your resume to the job posting.

(**Additional/Alternate Sections**: Honors, Achievements, Research Experience, Publications, Conference Presentations, Professional Affiliations, Leadership Experience, Campus and Community Involvement)