**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**

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, Month and Year Range

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

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

Job Title, Month and Year Range

* 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), Month and Year Range

* Start phrases with action verbs to describe the project, your role, skills used, and 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)