**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)

**EDUCATION**

Robert Morris University, Moon Township, PA

Bachelor of [Degree Program], [Major], Month and Year Received/Expected

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 2-5 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. An easy bullet-point formula is Action Verb + Task/Context + Result.
* Use present tense verbs for current positions and past tense verbs for former positions.
* Use quantifiers such as numbers, percentages or money amounts when possible.
* Sample bullets are included in the description below.

Name of Company, City, State

Job Title, Dates (Month Year-Month Year)

* Answered 50+ calls per day and directed customers to the appropriate resource, resulting in a 25% increase in customer satisfaction.
* Processed 70 invoices per day on time and with 100% accuracy.
* Led a team to design a website and 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.

**CAMPUS AND COMMUNITY INVOLVEMENT** (if applicable)

Club/Organization- Role/Title (if applicable), Dates (Month Year-Present or Month Year-Month Year)

* If related to the job description, add 2-3 bullet points to describe your role in the club/organization and your contribution.
* Focus on relevant skills utilized and quantify contributions when possible.

(**Additional Section Options**: Honors, Achievements, Activities, Volunteer Experience)