**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**

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 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 + 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, Month and Year Range

* 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), 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.

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

Club/Organization- Your Role/Title (if applicable), Month and Year Range

* 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)