

# Jane Doe

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Use a professional email address and a shortened LinkedIn link

## EDUCATION

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**Weber State University--Goddard School of Business & Economics**, Ogden, UT

Bachelor of Science

(Your projected graduation date) April 20XX

Major: XXXX, Minor: XXXX

GPA: if over 3.4

- Name of Scholarship, 20XX-20XX, Type of Scholarship (Merit, Athletic, Scholarship), Dates
- Educational achievements, awards, honors
- Relevant Coursework (Optional): Use course names, not course numbers

(If you have graduated from another university, list that school, degree and other details using the same format as illustrated above for Weber)

## EXPERIENCE

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**Company Name**, City, State

Title of position held

June 20XX – August 20XX

- Bullet 1 Responsibilities and achievements--quantified where possible
- Bullet 2 Bullets should answer: (1) What did you do in your job? (2) How well did you do it? What difference did you make?
- Bullet 3 Keep bullets 1-2 lines. All bullets to begin with Action Verbs
- Bullet 4 Use 3-5 bullets for your most recent or relevant positions, 2-3 bullets for earlier or less relevant positions
- Bullet 5 Undergraduate resumes should be 1 page.

**Company Name**, City, State

Title of position held

January 20XX – December 20XX

- Bullet 1
- Bullet 2
- Bullet 3
- Bullet 4

**Company Name**, City, State

Title of position held

August 20XX – December 20XX

- Bullet 1
- Bullet 2

## LEADERSHIP/VOLUNTEER SERVICE (Optional Section)

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**Organization Name**, City, State

Title of position held

October 20XX – October 20XX

- Bullet 1 Responsibilities and achievements--quantified where possible
- Bullet 2 Bullets should answer: (1) What did you do? (2) How well did you do it? What difference did you make?

**Organization Name**, City, State

Title of position held

September 20XX – January 20XX

- Bullet 1
- Bullet 2

## SKILLS (Optional Section)

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- Bullet 1: Focus upon Hard Skills. If Soft Skills are listed they should also be demonstrated elsewhere in your resume.
- Bullet 2:

(Other Optional Sections can add to or replace the "Leadership/Volunteer Service" and "Skills" sections, but use no more than three optional sections. Additional optional sections that can be used are listed below)

## TECHNICAL OR RESEARCH PROJECTS

## CERTIFICATIONS

## AWARDS/ACHIEVEMENTS

## PROFESSIONAL ASSOCIATIONS