

John Doe

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Use a professional email address and a shortened LinkedIn link

EDUCATION

Weber State University, Goddard School of Business and Economics

Bachelor of Science

(Your projected graduation date) Month 20XX

Major: XXXX, Minor: XXXX

GPA: (if over 3.4)

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

SKILLS & QUALIFICATIONS

List skills by category first. Then in alphabetical order within each category.

Development / Web Tools

Skill	Skill	Skill	Skill	Skill
Skill	Skill	Skill	Skill	Skill

Operating Systems

Skill	Skill	Skill	Skill	Skill
Skill	Skill	Skill	Skill	Skill

Cyber Security / Networking

Skill	Skill	Skill	Skill	Skill
Skill	Skill	Skill	Skill	Skill

Applications / Utilities

Skill	Skill	Skill	Skill	Skill
Skill	Skill	Skill	Skill	Skill

Relevant Courses

Skill	Skill	Skill	Skill	Skill
Skill	Skill	Skill	Skill	Skill

The categories listed here are examples only. Use the categories that best fit your skills. Other options for skill categories: Directory Management, Virtual Machines, Windows Command-Line. You may also break up the above categories as needed. Put the most relevant category for the job you are applying for at the top of your list.

EXPERIENCE

Company Name, City, State

Title of Position Held

Month 20XX – Month 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

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

(Optional Sections can be added to your resume, but use no more than three optional sections. Additional optional sections that can be used are listed below. The Skills section is required for MIS students.)

TECHNICAL OR RESEARCH PROJECTS

AWARDS/ACHIEVEMENTS

LEADERSHIP/VOLUNTEER SERVICE

CERTIFICATIONS

PROFESSIONAL ASSOCIATIONS