**Jane Doe**

1234 Wildcat Way • Ogden, UT 84408 • (801) 555-5555

John.Doe@mail.weber.edu • [www.linkedin.com/in/John-Doe](http://www.linkedin.com/in/John-Doe)

Use a professional email address and a shortened LinkedIn link

**EDUCATION**

**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**

**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)**

**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

Tile of position held September 20XX – January 20XX

* Bullet 1
* Bullet 2

**SKILLS (Optional Section)**

* 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**