**John Doe**

1234 Wildcat Way • Ogden, UT 84408 • (801) 989 1767

[John.Doe@mail.weber.edu](mailto: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 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 Month 20XX – Month 20XX

* 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 CERTIFICATIONS**

**AWARDS/ACHIEVEMENTS PROFESSIONAL ASSOCIATIONS**

**LEADERSHIP/VOLUNTEER SERVICE**