

Name

Phone Number

Email

Current Address (until date)

Your Temporary Address

City, State Zip Code

Permanent Address

Your Permanent Address

City, State Zip Code

OBJECTIVE

If you are seeking an internship during a specific time frame, indicate that here.

EDUCATION

University at Buffalo, The State University of New York

Master of Science/Arts/Education, Field, May 20xx

GPA 3.9/4.0

Thesis: "Thesis title," Advisor: First Name Last Name, Degree

← List most recent school first if you have attended more than

Prior School Attended, City, State (Country if applicable)

Bachelor of Science/Arts, Major, May 20xx

GPA 3.5/4.0

SKILLS

Use this section to highlight skills that are specifically related to the type of employment you seek.

Examples include nursing skills, laboratory skills, or technical skills. Remember to include the "buzzwords" of your profession.

Include projects that are directly relevant to the position.

PROJECTS

Project Title, Fall 20xx

- Describe each project concisely in order to demonstrate your technical skills and knowledge. (Created 3-D renderings of critical components using AutoCad).
- Integrate the use of soft skills when indicating specific accomplishments. (Presented findings to more than 30 students, enhancing communication and presentation skills).

Separate experience into different resume sections such as "Teaching Experience," "Clinical Experience," "Research Experience."

RELATED EXPERIENCE (SUCH AS "MECHANICAL ENGINEERING EXPERIENCE")

Position Title, Date range

Organization Name, City, State, Country

- Use strong action verbs such as "created" rather than soft verbs such as "assisted." Never use first person pronouns.
- Avoid passive phrasing such as "duties include" or "project was completed by using ____." Focus on selling your accomplishments.
- Quantify your information by including numbers, percentages, and dollar amounts.
- Demonstrate a high level of achievement. Illustrate these achievements by showing how you saved an employer money, time or materials.

PUBLICATIONS AND PRESENTATIONS

"Title of Paper," Presented at National Meeting, Name of Organization, City, State, Country, March 20xx.

PROFESSIONAL AFFILIATIONS

Member, National Organization

HONORS AND AWARDS

Graduate Assistant Excellence in Teaching Award, Spring 20xx

National Discipline-Specific Honor Society, Inducted Fall 20xx