

Full Name

Phone • Email

LinkedIn or other Professional Digital Profile Full Link

OBJECTIVE

An Objective is a one sentence strategic plan regarding your possible success in the position. Answer the question “How will I hit the ground running?” or “What will I do to maximize success in the position” as a guide to addressing the Objective. The Objective is not necessarily about personal goals, but more about your goals for the position. You may also use a 3-4 bullet-pointed Profile Section summarizing your strengths in your resume to draw in the reader. (preferred for Full-time Careers)

EDUCATION

Bachelor of Science/Art in (Major) (Date Graduated or Expected Date)
University of California, Merced: Merced, CA. GPA (Note that a 3.0 or higher will put the education section after the Objective/Profile. If you have less than a 3.0 do not list your gpa and leave your education below your technical skills and experience UNLESS the company explicitly requests your GPA), Minor, Honors

Relevant Coursework: List any coursework related to the position. Do not use course numbers. Instead use titles.

PROFESSIONAL EXPERIENCE

Experience Title 1 (Dates worked, month and/or year)

Organization or Company

- Action Verb + Task /Skill + Results/Accomplishments
- Action Verb + Task /Skill + Results/Accomplishments
- Big Idea Contribution that assisted with projects
- Impactful Outcome on the Organization’s goals based on your contribution

Experience Title 2 (Dates worked, month and/or year)

Organization or Company

- ETC.

Experience Title 3 (Dates worked, month and/or year)

- ETC.

You should have at least 3-4 experiences related to the position at hand. They can be any experiences including volunteer, service learning, research assistantships, laboratory experiences, field excursions, capstones, externships, co-ops, internships, and paid positions. Remember to only list experiences that are relatable to the qualifications the company is seeking. Projects and In-class Laboratory experiences may go in a different section titled “Projects” or “Laboratory Activities”

QUALIFICATIONS

Technical or Relevant Career Abilities: What tools can you use, any methodologies that you can follow?

Interests: What broad interests do you hold in relationship to the industry?

Software: Do you know any technical software that can be utilized by the company

Communication: Look at requisition, what type of communication/organization skills are they seeking. List here.

Languages: list communication language capabilities here if you speak more than one language

Make sure to include your credentials that match the preferred qualifications of the position. **These subtopics are all interchangeable and changeable depending on the position.** If you are not applying for a lab position, it is not that necessary to have lab abilities.

ASSOCIATIONS

Professional Society (Date) (Membership Years)

AWARDS & RECOGNITIONS

Scholarships, Honors, Recognitions, etc. (Year received)