**Name Here**phone | email | [http://www.linkedin.com/yoururlcustomized](http://www.linkedin.com/help/linkedin/answer/87/customize-your-public-profile-url?lang=en) (or scan QR Code)

Create your own QR code that takes recruiter to your LinkedIn Page - <https://qrcode.kaywa.com/>

• use free (static version), Copy QR image, right click, size & position(PCs) or wrap text “in front of text”(Macs), resize, and position

• [www.linkedin.com/help/linkedin/answer/87/customize-your-public-profile-url?lang=en](http://www.linkedin.com/help/linkedin/answer/87/customize-your-public-profile-url?lang=en)

***Seeking \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ position at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ company***

**EDUCATION**

**SCHOOL NAME** – City, State **Month Year of Graduation**

***Bachelor of Arts in Psychology (cum laude)*** | Minor in Business Administration | **Cumulative GPA**: 3.75/4.00

• List scholarships, Dean’s List, honorary societies, mention if you are an athlete (spending 15+ hours a week practicing/games)

***For each section, list most recent items first – so master’s degree would go before a bachelor’s degree***

**RELEVANT COURSEWORK**

• Introduction to Psychology

• Early Childhood Behavior

• Personality

• Research Methods

• Perception

• Human Behavior

***Select 6 to 12 courses for this section, titles only (not numbers), and make it relevant to job to which you are applying***

**INTERNSHIPS**

**COMPANY OR SCHOOL NAME** | ***Position Title*** | City, State **Month Year - Month Year**

• Start each bullet with a strong action verb – google “resume verb list” for ideas

• Focus on your impact, not just duties

• For your current role, use present tense verbs. For past roles, use past tense verbs. Most recent roles go first.

• Quantify in your descriptions – how much, how many, how often – it shows the scope of your achievements

• Use consistent formatting; Use month and year in dates. If it’s still going then it’s Month Year – Present

• For the bullet points, I copy and paste these. They do not indent as much as the auto format ones, so you can fit more on a page.

***Another formatting style option – only use one or the other, not both styles of job formats***

**COMPANY NAME** - City, State **Month Year - Month Year**

***Position Title***

• This style is good for when you have long company or title names that won’t fit together on one line

**ADDITIONAL EXPERIENCE**

Same formatting as above, this could be a good place for summer jobs, although some people choose to simply have one Experience section and include internships and summer jobs together

**LEADERSHIP & ACTIVITIES**

Use this section for campus activities and demonstrate your leadership – can use same format as jobs if you were active in a club

**VOLUNTEER EXPERIENCE**

Same as Leadership and activities – this is a great way to show transferrable skills and many soft skills important to employers

**SKILLS & INTERESTS**

**Technical:** Proficient in Microsoft Office (Excel, PowerPoint, Word, Outlook), Canva, WordPress, Squarespace, Salesforce CRM

**Languages:** Fluent in Spanish, Beginner in Mandarin

**Additional Skills:** Leadership, Communication, Teamwork, Problem-solving, Project Management, Public Speaking, Mentoring

**Interests**: This part is optional, but can show your diverse interests and love of travel

***Be sure these skills are reflected in your experience above – match to each target job description***