**FULL NAME**

Phone • Email • *Optional:* Address • *Optional:* LinkedIn/URL Portfolio

# OBJECTIVE (*Optional)*

## Concise “tell me about yourself” statement • Highlight soft skills/key words • Customize per position with most relevant and significant accomplishments

## EDUCATION

**Iowa State University** Ames, Iowa

Bachelor of (list official degree) Month 20XX

 Minor:

GPA *(Optional)*: \_.\_/4.0

Relevant Coursework *(Optional)*: Titles of Classes

**Community College (if received degree) OR Study Abroad Experience** City, State

Associate of (list official degree) OR Program Name Month 20XX

# CERTIFICATIONS (If relevant/current)

List assessments or certifications

# RELEVANT EXPERIENCE (List most recent experience first within each section)

**Organization or Experience Name** City, State

Title or Role Month 20XX – Present

* Create multiple bullet points detailing experience (more bullet points for more relevant experiences)
* Go beyond just your “duties” or “tasks” at a position - focus on your accomplishments by answering questions such as who, what, when, where, and why/how; quantify, when possible
* Formula: Action Verb + What You Did + Result/Purpose
* Example: Developed and implemented a training program that resulted in a 45% increase in employee satisfaction

# ADDITIONAL EXPERIENCE (Those that are not directly related but utilized transferrable skills)

**Organization or Experience Name** City, State

Title or Role Month 20XX – Present

* + - Bullet points similar to those in “Relevant Experience” section
		- Focus on transferable skills – examples include communicated, collaborated, created, resolved, etc.

# VOLUNTEER/INVOLVEMENT/LEADERSHIP (Shows involvement outside of work)

**Name of Activity or Center, City, State** Month 20XX – Month 20XX

* Can indicate leadership roles and other transferrable skills
* Can include detailed bullet points OR may have multiple roles that indicate progression

# SKILLS (If relevant, software, languages, technology)

* Software: Adobe Creative Cloud: Photoshop, Illustrator, and InDesign
* Language: Indicate fluency

• Most undergraduates should fill a single page; K-12 education and graduate students can use a second page as long as the resume fills the majority of the second page
• Order experiences in reverse chronological order (most recent at top) within sections; order sections so most relevant sections are at top
• Consider design changes (e.g., margins, font style/size, elements like lines or sparse color) to make the document specific to you. Margins should be between 0.5 and 1 inch

• Adjust your resume to align with the opportunity for which you are applying. Incorporate keywords from job descriptions, when possible. See samples and additional information on the CHS Career Services [website](https://hs.iastate.edu/current-students/careers-and-internships/resumes/).