**Your Name**

*Tip: No need to label these (e.g., ~~Phone:~~ (215) 898-7529)*

Campus Street Address

City, State and Zip

Home Street Address

City, State and Zip

Phone | Email | Personalized LinkedIn URL

**EDUCATION**

*Tip: If you want to include your school, place it after Penn, before Philadelphia*

**University of Pennsylvania** | Philadelphia, PA Grad Month & Year

*Candidate for Bachelor of Arts* (if CAS)/*Science in Economics* (if WH)/*Applied Science* or *Science in Engineering* (if SEAS)/*Science in Nursing* (if NURS)

*TIP: Include GPA if 3.00 or above. If including*

*Major or Concentration GPA, must also include cumulative GPA*

*Major:* History | *Concentration* (WH): Marketing | *Minor:* Spanish

*Major (or Concentration) GPA:* 3.65/4.00 (4 courses) | *Cumulative GPA:* 3.02/4.00

*Honors/Awards:* List impressive honors or awards here; separate by semi-colons

*TIP: Ensure all dates are aligned. To align dates on the far right of the page, use tabs and spaces*

*Relevant Coursework (\* denotes currently enrolled):* Course Title; Course Title; Course Title; Course Title\*

*TIP: List courses by title, omitting the number associated with the course*

**Quaker High School** | City, State Grad Month & Year

*TIP: Only include SAT or ACT scores if applying for finance or consulting positions*

*SAT (or ACT) Scores:* Math (700); Verbal (760); Writing (710)

*Honors/Awards:* List impressive honors or awards here; separate by semi-colons

*TIP: If you have significant related experience, create a targeted resume*

*(e.g., TEACHING EXPERIENCE or BUSINESS EXPERIENCE; can also call it RELATED EXPERIENCE*

**PROFESSIONAL EXPERIENCE**

**Organization Name**, *Job/Internship Title* | City, State Month Year – Month Year

* List experience in reverse chronological order; start with most recent
* Begin each bullet with strong action verb; [access useful list on CS website](https://careerservices.upenn.edu/resources/career-services-resume-action-verbs/)
* Incorporate quantifying detail to give scope and scale to your experience (e.g., Collaborated with team of 6 to investigate...)
* Lend more detailed accounts to most recent entries on your resume and summarized versions of experiences prior to that
* Increase “skimmability” by using formatting like italics and bold print

**Organization Name**, *Job/Internship Title* | City, State  Month Year – Month Year

* Communicate your experience in concise and organized format to maximize qualifications for recruiter who may only spend 6 seconds *initially* reading your resume
* Use keywords from job description throughout resume to tailor it to that specific job
* Limit your resume to 1 page (unless you are alum with advanced degree or substantial work experience)
* Include punctuation in bullet points or leave it out – both ways are correct, just be consistent

**Organization Name**, *Job/Internship Title* | City, State  Month Year – Month Year

* Insert specific, factual information that is not subjective (e.g., Avoid “strong leadership skills” and instead provide examples of when you showed proven leadership skills – “Spearheaded 3 month project with 4 team members to...”)
* Weed out unnecessary information and only include facts relevant to job to which you are applying

*TIP: Title this section based on the content you include. You could also call this EXTRACURRICULAR ACTIVITIES or SERVICE EXPERIENCE. See samples for guidance*

**LEADERSHIP & OTHER EXPERIENCE**

**Group/Club/Team Name**, *Position/Title* | City, State Month Year – Month Year

* Highlight involvement in extracurricular and leadership activities as employers look for well-rounded candidates
* Indicate your level of responsibility in leadership positions and quantify your results or outcomes when possible

**Group/Club/Team Name**, *Position/Title* | City, State Month Year – Month Year

* Clarify if you’ve been involved in 1 or more activities for several years or have assumed greater levels of responsibility as part of organization – select only most interesting or impressive activities to include as space is limited
* Save space by decreasing font size to 10pt (but no smaller than that); margins can be ½ inch on all sides

*TIP: Avoid including technology that is fairly generic (e.g., MS Word) and try to include what would be applicable to job*

**SKILLS & INTERESTS**

*Technical:* Include technical skills that enhance your prospects for employment; separate the skills using semi-colons

*Language:* List any languages you may speak along with your proficiency level (e.g., beginner, proficient, fluent)

*Interests (optional, but recommended):* Add interests to show a bit of your personality; be sure to know your audience and use interesting detail (e.g., Passion for cooking vegetarian cuisine, high-altitude mountain climbing and reading mystery novels)

**~~REFERENCES~~**

References are NOT included on resume, but rather as separate document offered to employers ***when requested***