First Name Last Name

City, ST ∙ [EMAIL@email.com](mailto:EMAIL@email.com) ∙ (XXX) XXX-XXXX ∙ [www.linkedin.com/in/FirstLast](https://www.linkedin.com/help/linkedin/answer/87)

**PROFESSIONAL SUMMARY**

* Briefly describe the skills and experience that make you the right candidate for the position.
* Emphasize your most relevant skills, tailored to the job description.
* Include any soft skills that define you and make you stand out, and include context for how you developed or applied them to avoid being too generic.
* Can use bullets or a short paragraph *(maximum of three to five bullets or sentences).*

**EDUCATION**

**University of Notre Dame** Notre Dame, IN

Degree, Field of Study Graduation Month & Year

Dissertation or Thesis topic *(if relevant to position you are applying for)*

**Previous Institution(s)** City, ST (or Country if non-US)

Degree, Major or Concentration Graduation Month & Year

Academic Honor(s)

**PROFESSIONAL EXPERIENCE**

**Employer** City, ST (or Country if non-US)

Title, Department Month Year – Month Year

* Accomplishments and accountabilities in following formula:
* *action verb + accomplishment/accountability + results (example below)*
* Designed and managed implementation of 2,000 PC WAN across five regional offices, streamlining division’s communications and knowledge sharing
* Highlight specific skills, qualities and attributes demonstrated
* When applying for an industry specific position, use terms that showcase your knowledge

**Employer** City, ST (or Country if non-US)

Title, Department Month Year – Month Year

* Listed experiences and accomplishments

**Employer** City, ST (or Country if non-US)

Title, Department Month Year – Month Year

* Listed experiences and accomplishments

**LEADERSHIP & SERVICE** *(NO NEED TO BULLET THE LIST OF ORGS. CAN ADD BULLETED ACCOMPLISHMENTS BENEATH THEM.)*

**Full Organization Name (ACRONYM),** Role/Title Month Year – Month Year

**Full Organization Name (ACRONYM),** Role/Title Month Year – Month Year

*Include both professional association memberships and campus organization involvement*

**TECHNICAL SKILLS & AWARDS** *(DO NOT USE BULLET POINTS)*

**Computer Skills:** List the software programs, hardware, databases, and programming languages you are proficient in, along with hours of experience (if extensive, divide among multiple subheadings)

**Languages:** List foreign languages & proficiency level (e.g. fluent, advanced reading knowledge, etc.)

**Honors & Awards:** When relevant to the position, competitive, and prestigious

NOTE: This template includes special features to maximize the efficiency of a 1-page resume:

0.3” top and bottom margins.

0.4” side margins.

5pt font between sections and between items within each section.

3pt “before” paragraph spacing on the top line of each section to separate it slightly from the divider line under the section heading.

Right-justified tabs at the margins to align locations and dates on the right side of the page.

When adding your own information to this template and making changes over time, it is essential that you maintain these layout features in order to have consistent formatting throughout the resume. Inconsistent formatting can cause employers to question your attention to detail.