First Name Last Name

Street Address (optional), City, State & Zip Code | (555) 555-5555 | [username@fit.edu](mailto:username@fit.edu) [www.linkedin.com/in/username](http://www.linkedin.com/in/username)

# EDUCATION

# University Name, City, State (graduation date) Month 20xx

# Degree and Major, Minor

* Overall GPA
* Credentials (if appropriate)
* Relevant Coursework (Optional. Must be related to job): Class Name 1, Class Name 2, Class Name 3

# SKILLS:

# Should be related to job description/qualifications. Use list format (bullets optional). Skills should be demonstrated further in the following sections (Projects, Work Experience, Extracurricular, etc.)

Example: AutoCAD, MATLAB, Python, 3D Printing, Machine Tools, MS Office, Database Research, Critical Thinking, Teamwork, Leadership

**PROJECTS**

**School Name, City, State** Month 20xx – Present

*Title of Project*

* See “[Guide for Writing Quality Bullet Points](https://www.fit.edu/media/site-specific/wwwfitedu/career-services/documents/Writing-Quality-Bullet-Points_new.pdf)” document under “Resources” on [Career Services site](https://www.fit.edu/career/students/resume-examples/)
* Action verb + action done or program used + reason (when applicable) + results (when applicable)
* Action verb + action done or program used + reason (when applicable) + results (when applicable)

*Title of Project* Month 20xx - Month 20xx

* Action verb + action done or program used + reason (when applicable) + results (when applicable)
* Action verb + action done or program used + reason (when applicable) + results (when applicable)

# WORK EXPERIENCE

# Company Name, City, State Month 20xx - Present

*Position Title*

* See “[Guide for Writing Quality Bullet Points](https://www.fit.edu/media/site-specific/wwwfitedu/career-services/documents/Writing-Quality-Bullet-Points_new.pdf)” document under “Resources” on [Career Services site](https://www.fit.edu/career/students/resume-examples/)
* An accomplishment from THIS job, illustrating a skill needed in the NEW job.
* Another accomplishment from this job, illustrating a skill needed in the NEW job.
* An activity from this job, illustrating a skill needed in the NEW job.

**Company Name**, City, State Month 20xx - Month 20xx

*Position Title*

* An accomplishment from THIS job, illustrating a skill needed in the NEW job.
* Another accomplishment from this job, illustrating a skill needed in the NEW job.
* An activity from this job, illustrating a skill needed in the NEW job.

# HONORS & AWARDS

Scholarships, academic honors programs and/or special recognition in employment or volunteer activities

# EXTRACURRICULAR ACTIVITIES

Active membership in campus organizations/committees/government/athletics, community service activities, volunteer work