Your Name

Address
Phone Number
Email Address
LinkedIn (optional- only if up to date)

OBJECTIVE (optional)

Should be brief and specific to the position. Include the full name of the position title, department if it is a part of a larger organization, and organization.

EDUCATION (keep your section titles consistent - bold, all caps, 10-12 point font)

Associate of Science or Arts: Major   June 20XX
San Diego Miramar College, San Diego, CA   include GPA if it's 3.5+
Relevant Coursework: Course Name, Course Name, Course Name

Certificate of Achievement: Program   June 20XX
San Diego Miramar College, San Diego, CA

PROFESSIONAL EXPERIENCE (include paid/unpaid volunteer experience and internships)

Position Title   Month 20XX-Month 20XX
Name of the Company/Organization, City, State

- Focus on tasks completed over passive responsibilities.
- Use *Action, Purpose, Result* format.
- Use aspects most applicable and transferable to the job being applied for.
- Avoid personal pronouns (e.g., "I" or "my").

PROJECTS (optional – highlight relevant or major projects)

Title of project   Month 20XX-Month 20XX
Company/Organization Name, Course Name, Name of School

- Task/problem, action and results/accomplishment.
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SKILLS

- Use tangible, measurable skills.
- Include software/programming languages/technology tools, social media, or blogging.
- Emphasize foreign language skills (no need to list English if in the U.S.).
- Highlight skills necessary for the field (e.g., laboratory skills).

Resume Tips:
- Use keywords from the job description to build bullet points.
- Additional section titles can include: Professional Affiliations, Volunteer Experience, Additional Work Experience, Professional Presentations, Research Experience, Membership & Activities, Leadership Experience
- No need to include "References available upon request". Employers assume that you will provide references upon request.