**Your Name**

Be sure your voice mail message and email address are professional. Check it regularly!

Your name should stand out. Use 18-22 point font, bold.

Address

Phone Number

[Email](https://www.linkedin.com/in/JessieJET/) 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.

List date of completion or anticipated date of completion. Be consistent with date format. Don’t switch between 06/2020 and June 2020.

**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

Add Country only if outside the U.S.

Name of the Company/Organization, City, State

* Focus on tasks completed over passive responsibilities.

e.g., Tutored *(action)* San Diego Miramar College students in required Math coursework *(purpose)*, resulting in increased performance on exams *(result)*.

* 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.