

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

## Your Name

Address

Phone Number

Email Address

LinkedIn (optional- only if up to date)

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

### **PROFILE** (optional brief summary)

Full time student at Miramar College pursuing an Associate of Science in Psychology for transfer in Fall 2023 to obtain Bachelor of Science in Psychology. 3 years of experience in retail sales, including 1 year as store manager. Customer service, inventory, and social media marketing skills. Bilingual/Fluent written and spoken English and Spanish.

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**

San Diego Miramar College, San Diego, CA include GPA if it's 3.5+

*Relevant Coursework: Course Name, Course Name, Course Name*

June 20XX

#### **Certificate of Achievement: Program**

San Diego Miramar College, San Diego, CA

June 20XX

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

#### **Position Title**

Month 20XX-Month 20XX

Name of the Company/Organization, City, State

Add Country only if outside the U.S.

- 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").

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

### **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.