

Name may be larger than resume font – resume font no smaller than 11pt.

## Name

\*Street Address, City, State Zip - 555-555-5555  
name@gmail.com      LinkedIn.com/in/name

Have appropriate e-mail and voicemail.

\*Address is optional

## OBJECTIVE

Objective should be specific to a job (Graphic Designer position with Wigits, Inc.) or you could leave this section off of your resume.

## QUALIFICATIONS

- Number of years of relevant experience, note skills gained
- An important accomplishment that directly relates to the job
- A quality of characteristic of yours that meets this goal

Optional; only if you have significant skills in the field.

## EDUCATION

**Bachelor of Science or Arts:** \_\_\_\_\_ (include option, if applicable), year you graduate  
California State University, East Bay, Hayward, CA  
GPA: 3.5 (list 3.5 or higher or if requested)

Looking for a job in your major but don't have any work experience in that field? List your relevant coursework, projects, or research; what you did in classes if you don't have relevant coursework.

### Related Coursework (example)

#### Business Communication

- Honed professional communication skills through writing professional business letters, e-mails, and other mediums of business communications

#### Managerial Economics and Business Strategy

Dates (month-year)

- Practiced managerial decision-making strategies such as game theory, regression analysis, and forecasting on team of five

## EXPERIENCE

### Job Title

Dates (month year)

Company/Organization Name, City, State

- An accomplishment that demonstrates your skills in this field/position
- A problem you solved using relevant skill(s) and the results
- An example of when you used your skills to positively affect the organization, the bottom line, your boss, or your clients
- A project you're proud of that supports your objective
- Quantifiable results that point out your skills
- Awards, commendations, publications, etc.

### Job Title

Dates (month year)

Company/Organization Name, City, State

- Same type of action statements as suggested above

Resume bullets should start with action verbs in correct tense; 3-5 bullets per job are appropriate

Other possible section headings:  
Skills (computer and language skills)  
Volunteer Experience  
Activities (can include sports and clubs)  
Leadership Development  
Professional Affiliations