

First & Last Name

City, State | Telephone Number | E-mail

PROFESSIONAL SUMMARY

Creating a professional summary for a resume involves crafting a concise, tailored statement that highlights your key skills, experiences, and career goals.

SKILLS/ CAPABILITIES

(This is an optional section to summarize your best skills from your education, work experience, activities, etc. that RELATE TO THE JOB YOU'RE APPLYING FOR. Try to make them hard skills. Describe skills using 1-3 word phrases- ex: *Software skills, strategic planning, research, social media management, editing, etc...*)

- _____
- _____
- _____
- _____
- _____
- _____

EDUCATION (Highest earned degree first)

University Name, City & State

Anticipated Graduation Date

Degree Title (*Spell out degree - no abbreviations*)

Concentration if you have one

Honors/ GPA

Related Coursework: List out any courses you've taken (*with their name, not class number*) that show knowledge in the area you are trying to obtain a job or internship)

RELEVANT EXPERIENCE (*Can be jobs, internships, class projects, research, volunteering, etc. that relate to position*)

Employer Name, City & State

Month/ Year - Month/ Year

Position Title

- Always begin a bullet with an action verb (e.g. obtain, record, monitor)
- Avoid repeating words or phrases (View Career Resource Guide for suggestions or use thesaurus for variety)
- Make sure verb is in correct tense (i.e. if the experience has an end date, verbs should be in past-tense)
- List duties that highlight your skills and are important for your position
- Consider including a major class/research project as an experience to highlight in this section

Employer Name, City & State

Month/ Year - Month/ Year

Position Title

- Repeat for each experience
- Consider explaining **who, what, when, where, why, how, how many, how much, how often** in your bullet points
- Think about putting your most relevant experience first (bullet points and in experiences)
- Use keywords from the job description in your resume

WORK EXPERIENCE (*If you have additional jobs that are not relevant, you can list them here. Bullets are optional*)

Employer Name, City & State- Position Title

Month/ Year - Month/ Year

Employer Name, City & State- Position Title

Month/ Year - Month/ Year

- List duties that highlight your **transferrable** skills
- If you have a lot of relevant experience, you may opt to not use bullets to describe employment that is not directly related, but still list the employer, job title, and dates

LEADERSHIP ACTIVITIES/ MEMBERSHIPS/ VOLUNTEERING

Organization Name, Position

Month/ Year- Month Year

Organization Name, Position

Month/ Year- Month Year

Organization Name, Position

Month/ Year- Month Year

Try not to make font smaller than 11 point and margins can be between ½ inch to 1 inch

Please visit ECU Career Services website: www.ecu.edu/career

Make an appointment at: <https://ecu.joinhandshake.com/login>

Drop-In Hours: See website for updated hours