

Writer A. Gator

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SUMMARY (Optional)

___ (adj) college junior pursuing a ___ degree with a passion for/interest in ___. Excellent ___, ___, and ___ skills. Highly ___ with the ability to ___ and ___. (fill in blanks)

EDUCATION

UNIVERSITY OF HOUSTON-DOWNTOWN – HOUSTON, TX

Bachelor of Science in Technical Communications

Month & Grad Year

Minor: List the subject in which you minored

Honors or Awards: List name of each award/scholarship and date awarded

Relevant coursework: List names of any relevant courses

RELEVANT/RESEARCH PROJECTS

UNIVERSITY OF HOUSTON-DOWNTOWN – COURSE TITLE

Month, Year – Month, Year

Position Title (Such as Project Member, Project Leader, Student Researcher)

- ✓ Put your strongest and most relevant selling point first.
- ✓ Focus on accomplishments and results, what you learned and skills you gained.
- ✓ Provide as much detail about your responsibilities as possible.
- ✓ Use strong action verbs to explain what you did and quantify, if possible.

EXPERIENCE (List in reverse chronological order)

NAME OF BUSINESS OR ORGANIZATION - CITY, STATE

Month Year – Month Year

Position Title

- ✓ Begin each bullet point with a strong action verb.
- ✓ Use industry keywords / buzzwords.
- ✓ If it happened in the past, make sure you use the past tense.
- ✓ Avoid repetition: try not to use the same words and / or phrases over and over again.

NAME OF BUSINESS OR ORGANIZATION - CITY, STATE

Month Year – Month Year

Position Title

- ✓ Do not repeat a skill unless you are demonstrating it in a different context.
- ✓ Use industry keywords / buzzwords.

SKILLS

List industry specific software or computer skills, language skills (with descriptions such as “written and spoken” “proficient in,” “native speaker in,” “fluent in,” “conversational”).

COMMUNITY ENGAGEMENT

Name of Professional Association, Position Held, Year(s) you held that position.

Name of Volunteer Organization, Position Held, Year(s) you held that position.