

Firstname Lastname

City, ST • phone number • youremail@emaildomain.com

EDUCATION

THE UNIVERSITY OF TEXAS AT DALLAS, Richardson, TX

Graduation Semester

Degree, Major

GPA: x.x/4.0

Relevant Coursework: [NOTE: Optional. Awards and honors can also be listed here.]

NAME OF TRANSFER SCHOOL, City, ST

Start Sem.-End Sem.

Pursued coursework in concentration [NOTE: this is only if you did not complete a degree]GPA: x.x/4.0

TECHNICAL SKILLS

Programming Languages: x, y, z [NOTE: list technical skills in categories appropriate for your major]

Platforms: x, y, z

Tools: x, y, z

PROJECTS

Project Name, Identification [NOTE: “Personal Project”, course name, etc.]

Timeline

- Describe the project, the skills you used (it is important to name the skills used within the description), and the resulting outcomes, quantifying where you can.
- Begin each line with an action verb and include details that relate your experience with the skills requested on the job posting; the goal is to show that you have experience with the technical skills required by job candidates.
- Do not use personal pronouns, making each line a phrase rather than a full sentence.

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WORK EXPERIENCE

ORGANIZATION NAME, Position Title, City, ST (or Remote)

Month Year – Month Year

- Describe your work experience, skills, and results/accomplishments.
- Begin each line with an action verb and include details that relate your experience with the skills requested on the job posting.
- Do not use personal pronouns, making each line a phrase rather than a full sentence.

LEADERSHIP & ACTIVITIES

Organization, Role

Timeline

- Description of the experience is optional; only provide description if it is relevant to the opportunity you are applying for.