Resume

Show your education, experience, skills, and accomplishments.

Use this guide to draft your document in a word processor. This PDF is an instructional placeholder, not a completed application document.

1. Create a clear contact heading

Place your full name at the top, followed by a professional email and phone number. You may add your city/state and portfolio URL. Use consistent fonts, spacing, and headings throughout.

2. Add education and credentials

List your school, expected graduation date, and relevant coursework or training. Include certifications, academic honors, or awards with dates. Add a GPA only if you choose to include it and can report it accurately.

3. Describe relevant experience

Include paid work, volunteering, projects, clubs, sports, or leadership. For each entry, provide the organization or project, your role, and dates. List the most recent first within each section. Start bullets with action verbs and describe your contribution and outcome.

4. Highlight skills and achievements

List skills you can demonstrate, such as software, languages, writing, teamwork, or public speaking. Connect skills to examples where possible. Prioritize information relevant to the opportunity and aim for one readable page.

Build an experience entry

"[Role] | [Organization or Project] | [Month Year - Month Year]
- [Action verb] [specific task] using [skill/tool], resulting in [outcome]."

For example, use this structure for a school project, service activity, or job. Replace the prompts with your own truthful details.

Before you upload

Check dates and spelling, remove unused prompts, keep formatting consistent, and export your finished resume as a PDF. Replace this placeholder PDF in your portfolio with the finished document, keeping the same filename so the link continues to work.