

Resume Format Example

Bold Name, size 14 (everything else size 10–12)

Professional (not SJSU) email

Ima Spartan

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OBJECTIVE

Optional—if included, include position title and company

Seeking a Grants Associate position with the San Jose Foundation for Education Advancement

EDUCATION

Include associates degree(s) but not transfer history or high school

B.A., English; Minor in Social Science

Expected graduation date

May 20XX

San Jose State University, San Jose, CA, GPA: 3.7

Include if GPA is 3.5+

Relevant Coursework: Public Finance, Social Change, Society and Education

CERTIFICATIONS

Preferably upper division courses

Applied Behavior Analysis (ABA) Therapist

June 20XX

Grant Writing for Education, LinkedIn Learning

April 20XX

PROJECT EXPERIENCE

List Experience first if more relevant than projects

School Development Project, SJSU

August 20XX – Present

- Research and identify prospective donors to help support K-12 after-school programs for various communities in San Jose
- Monitor grants and contracts tracking databases system to target new opportunities
- Develop communications materials for donors, sponsors, media and the public

EXPERIENCE

Can be paid or unpaid experience; start with most recent experience

Grants Associate, Mental Health Association of San Jose, San Jose, CA

August 20XX – August 20XX

- Maintained donor database using Razer's Edge Software to process all financial donations made by individuals, grants, and corporations
- Consulted with current and potential donors about any changes in funding priorities to ensure proposals and grants met guidelines

Use present/past tense accordingly for present/past experience

Volunteer Activities Coordinator, Rock Lake Elementary, Fremont, CA

January 20XX - August 20XX

- Designed and implemented a tutoring program for 15 elementary school students
- Applied creative and innovative learning techniques including cross-cultural activities, games, journal writing, and discussion groups to increase student retention and learning

SKILLS

Languages: Bilingual in English and Vietnamese

Computer: Proficient in Microsoft (Word, Excel, PowerPoint), Google Apps (Sheets, Slides, Docs, Meet), Social Media (Facebook, Instagram, TikTok), Zoom, Slack, SchoolLoop (LMS), Canva, Qualtrics

ACTIVITIES

Member, Poets and Writers Coalition, SJSU

August 20XX – Present

General formatting tips: Use a standard Sans Serif font (e.g., Arial, Calibri, Tahoma).

Avoid italic/script fonts, lines, and graphics (unless in creative field). Use 0.5"–1" margins.