NAME

Email Address | Phone Number | LinkedIn

EDUCATION

Cornell University, College of Agriculture and Life Sciences   **Ithaca, NY**
Bachelor of Science, Concentration in _____, minor in _____   **Month 20xx**
- Scholarships, GPA, Dean's List, Awards, Honors
- Leader/Member: Club, Association
- Relevant Coursework:

RELEVANT EXPERIENCE

Company Name   **City, State**
Position or Title   **Month 20xx – Month 20xx**
- Relevant Accomplishment Statement
- Relevant Accomplishment Statement
- Relevant Accomplishment Statement

Course Project   **City, State**
Topic or Project Summary Line   **Month 20xx – Month 20xx**
- Relevant Accomplishment Statement
- Relevant Accomplishment Statement

ADDITIONAL EXPERIENCE

Club/Sports Team   **City, State**
Position or Title, Industry Focus   **Month 20xx – Month 20xx**
- Relevant Accomplishment Statement
- Relevant Accomplishment Statement

Company Name   **City, State**
Position or Title   **Month 20xx – Month 20xx**
- Relevant Accomplishment Statement
- Relevant Accomplishment Statement

SKILLS & INTERESTS

- **Technical skills**: Relevant computer or software skills/knowledge
- **Languages**: Language proficiency (if listing multiple languages, include English)
- **Community leadership/involvement**: Relevant and recent community leadership and involvement
- **Honors/awards:**
- **Interests**: Specific interest/hobby/sports that will create conversation/opportunity to build rapport in an interview

- Capitalize full name, make the largest of all font sizes – 14-16, bold.
- I advise standard margins of 1' 1' or if they need space .5' and .5'
- LinkedIn URL instead of address if they have it and it must be personalized – if no LinkedIn then maybe city but with remote/hybrid work I prefer not to provide any reason for a resume to get bounced such as where they are located.
- Headers are font size 11-12 and bold, body is 10-11
- No italics and never use etc. in a bullet point.
- Visually appealing and consistent with the white space – no colored ink, no pictures, and no live links, they should be turned off.
- Bullet points line up left justified and then are indented in 3 spaces.
- Optional "anticipated" "expected" for graduation month.
- Periods after each bullet point except in education
- Left and right justified – always match top/bottom margin and left/right margin, preferably all four match but okay if not if T/B or L/R do.
- Spell out Bachelor or Master
- Include city and state.
- For month, any month five letters and under can stay, anything else can be abbreviated – but be consistent, not required to abbreviate but if done it should be through the whole resume.
- Not all three bullets are required, especially if leader/member is listed in additional information.
- Professional experience rather than work – this allows for more varied items to be listed and when students are out of college for a year or two need to change it anyways, this sets them up for going forward rather than just for now.
- All bullets should start with a strong action verb and contain quantifiers if possible – using STAR method to construct bullet points helps.
- Experiential learning/extracurricular activities – class/club/project work if they do not have this but have a lot of leadership or extra roles outside of classes I opt for extracurricular, especially in leadership roles.
- Additional information should be broken up into lines rather than columns as applicant tracking systems do not read columns nicely and it is easier for spaces and updates. The subjects can change, these are the most common I've seen.
- I always like to end with an interests bullet that is their personal interests as long as it is not related to politics or religion – this is a great conversation starter and interesting or similar interests to the interview will usually prompt them to ask the student about it – if they are a runner that is great, but if they run marathons that is better, if they are proficient in their technical skills they don't need to put that unless they are advanced.