

NAME

Cornell Email Address | Phone Number | LinkedIn URL

EDUCATION

Cornell University, College of Agriculture and Life Sciences

Ithaca, NY

Bachelor of Science, Concentration in _____, minor in _____

Month 20xx

- 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
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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
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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 (Optional):** Specific interest/hobby/sports that will create conversation/opportunity to build rapport in an interview

Tips for resume formatting:

- Capitalize full name, make the largest of all font sizes – 14-16, bold.
- Use standard margins of 1' 1' or if you need space use .5' and .5'
- Add your LinkedIn URL instead of address if you have one and it must be personalized
 - If you do not have a LinkedIn site, then add your city.
 - If you are applying to remote/hybrid work – then there is no reason to include.
- Headers are font size 11-12 and bold, body is 10-11
- Never use etc. in a bullet point.
- Make it visually appealing and consistent with the white space – no colored ink, no pictures, and no live links, they should be turned off.
- Bullet points should line up left justified and be indented based on space needs
- Optional: put “anticipated” “expected” for graduation month and year.
- Either put periods after each bullet point or do not use them at all – you get to choose, but stay consistent
- 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 if you choose to add it
- 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.
- You can make a variety of headings on your resume. Examples can be:
 - Professional Experience – this allows for more varied items to be listed
 - Research Experience – If you want to highlight your research skills and projects
 - Relevant Experience and Work Experience – to separate the most relatable experiences (both employment, internships, but also co-curricular activities) to the position while also showing work experience such as a summer or on campus job that shows transferrable skills.
- All bullets should start with a strong action verb and contain quantifiers if possible
- 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.