**RESUME TEMPLATE #1: WORK EXPERIENCE**

**First Name Last Name**

Phone · Email · City, State · LinkedIn (optional)

**EDUCATION**

San Francisco State University, San Francisco, CA

Degree and Major (i.e., Bachelor of Science: Mathematics) Anticipated XX/20XX

Another School Name, City, State Graduated or Dates Attended XX/20XX

Degree and Major

**RELEVANT COURSE WORK** (classes, projects, papers)

 Course Name Start Date XX/20XX-End Date XX/20XX

* Action Verb (describe skills attained through coursework)
* Action Verb (no more than 3-5 bullets)

Project Name, Role Start Date XX/20XX-End Date XX/20XX

* Action Verb (describe skills attained through project)
* Action Verb (no more than 3-5 bullets)

**EXPERIENCE** (most recent first)

Company Name, City, State Start Date XX/20XX-End Date XX/20XX

Position Title

* Action Verb (present job, present tense; past job, past tense)
* Action Verb (no more than 3-5 bullets, unless it’s your only job)
* Action Verb (describe responsibilities and accomplishments)

Company Name, City, State Start Date XX/20XX-End Date XX/20XX

Position Title

* Action Verb (present job, present tense; past job, past tense)
* Action Verb (no more than 3-5 bullets, unless it’s your only job)
* Action Verb (describe responsibilities and accomplishments)

**ASSOCIATIONS/AFILLIATIONS**

Organization Name, Role Start Date XX/20XX-End Date XX/20XX

Organization Name, Role Start Date XX/20XX-End Date XX/20XX

**SKILLS**

 Computer Skills

Language Skills

Other