

FULL NAME

(Pronouns)

City, State Zip Code | Pace Email (use email alias from [Whitepages](#)) | Phone | LinkedIn URL | GitHub URL | Online Portfolio URL

PROFILE (Optional)

[Career role/job function] professional with [number] of years of experience in [responsibilities/activities of job role], seeking role in [industry]. Strengths include [relevant skills/strengths/knowledge for job].

EXPERIENCE

Company

City, State

Position Title

Month Year – Month Year

- Use Bullet Formula: **Action Verb + Task/Product** (What you did) + **Purpose/Result** (Why/How you did it)
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Company

City, State

Position Title

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TECHNICAL SKILLS (remove inapplicable sections)

Programming Languages:

Software Development Methodologies:

Frameworks:

Visual Design Tools:

QA Testing:

CRM Development:

LEADERSHIP (if applicable)

Organization Name, Position Title

Month Year – Month Year

- Use Bullet Formula: **Action Verb + Task/Product** (What you did) + **Purpose/Result** (Why/How you did it)

ACADEMIC PROJECTS / PERSONAL PROJECTS

Project Name

Month Year – Month Year

- Use Bullet Formula: **Action Verb + Task/Product** (What you did) + **Purpose/Result** (Why/How you did it)
- Use Bullet Formula: **Action Verb + Task/Product** (What you did) + **Purpose/Result** (Why/How you did it)

Project Name

Month Year – Month Year

- Use Bullet Formula: **Action Verb + Task/Product** (What you did) + **Purpose/Result** (Why/How you did it)

EDUCATION

Pace University, Seidenberg School of Computer Science and Information Systems

City, State

Full Degree Title (Abbreviation) in Major | Concentration: | Honors: | GPA:

Month and Year of (Expected) Graduation

Relevant Coursework:

Name of Previous School

City, State

Full Degree Title (Abbreviation) in Major | Concentration: | Honors: | GPA:

Month and Year of Graduation

Relevant Coursework:

ADDITIONAL TRAINING & CERTIFICATIONS

Club Name/Organization/ Team, Position Title

Month Year – Month Year

ADDITIONAL EXPERIENCE (if applicable)

Company

City, State

Position Title

Month Year – Month Year

- Use Bullet Formula: **Action Verb + Task/Product** (What you did) + **Purpose/Result** (Why/How you did it)