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)
- 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)

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

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)