

Graduate Student Resume Guide

Your resume helps employers to determine if your skills and experiences meet the requirements to perform a specific job or internship within their organization. In the job search, its purpose is to get you an interview. You may also use your resume to apply to educational programs such as PhD programs, fellowships, etc. This guide will help you create a resume that clearly and concisely articulates information about your skills, experiences, and accomplishments.

A resume is made up of sections that help employers/organizations learn about a candidate; some sections are essential, while others are considered optional. Through the resume writing process, you will receive feedback from other people and ideas from sample resumes, but you must decide what best communicates the most important information about you.

Examples have been included in this step-by-step guide to emphasize basic resume structure and to guide the development of your resume. Resume templates are located at the end of this guide.

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Information on Bullet Point Writing can be found on Pages 3, 9, 10 and 11

BASIC CONCEPTS

The below reviews basic resume concepts related to formatting and writing bullet points. The CPDC recommends using tools such as Microsoft Word (MS Word) or Google Docs to build your resume.

Formatting

Font: Use one, easy to read font for the entire resume, preferably a Sans Serif font. Font size should be 10-12 and consistent throughout the body of the resume, your name may be larger. Use formatting, such as bold, underline and italics for emphasis.

Margins: Margins should be no smaller than 0.5 inches and no larger than 1 inch and should be consistent/uniform throughout the document. MS Word: Go to Layout > Margins > Custom Margins. Set Top, Bottom, Left, and Right to 0.5". Google Docs: Go to File > Page Setup. Ensure "Pages" is selected and change all margins to 0.5.

Dates: Dates should be written as Month Year (May 2025; Sept. 2023 – May 2024). Abbreviating months is acceptable when done consistently. Listing dates as a season (e.g., Fall, Spring, Summer) is not recommended. Avoid dates written with numerals only (1/2/2024). Right Alignment of dates is encouraged. MS Word: Use Right Tab Stops. Click the "L" shape in the top-left ruler until it becomes a backward "L" (Right Tab). Click the right margin of the ruler to place it. Press Tab once before your date to align it to the right. Google Docs: Go to Format > Align & Indent > Indent Options. Alternatively, right-click the ruler and select "Add right tab-stop." Drag the ruler to the right margin (typically 6.5"). Press Tab to anchor the text.

Locations: Include City, State when describing locations within the United States. Spell out the city and abbreviate state with capital letters (Pittsburgh, PA). If including a location outside of the United States, include City, Country (Beijing, China). If the work was completed remotely or virtually, you can list the office's location with the word remote (Pittsburgh, PA | Remote).

Length: Master's Students with less than 10 years of professional experience should have a one-page resume. PhD students may have a one or two-page resume for an industry search and a one-page resume for consulting.

Spacing: Your document should include some white space for improved readability and to balance the presentation of the text. It is recommended you add white space between each section of the resume. If the spacing of your document is leading to issues with length, try these ATS-safe adjustments:

- **Remove Extra Lines of White Space:** Review the line and paragraph spacing throughout your document and modify as needed to remove unnecessary white space. MS Word: Go to Layout > Spacing, and review the settings for "Before" and "After". For more options to fine-tune, navigate to Home > Paragraph, and select the icon for Line and Paragraph Spacing. Google Docs: Go to Format > Line & Paragraph Spacing > Custom Spacing to adjust both the line and paragraph spacing settings.
- **Review Spacing Around Bullets:** Be consistent with your indent spacing. Typically, this is automatically set when the bullet icon is activated. If changes are needed, use the indent adjustment tools. MS Word: Highlight bullets, right-click, and select Adjust List Indents. Google Docs: Highlight your bullets. Use the Ruler to drag the "Left Indent" (light blue rectangle) and "First Line Indent" (light blue bar) to your desired spacing.

Content

Order and Organization: Headings/sections should be listed in order of importance/relevance. Within each section, experiences should be listed in reverse chronological order (i.e. most recent to least recent).

Details: Avoid jargon that isn't universal to your field. Simple, common language is best when possible. Avoid abbreviating names of organizations, titles and descriptors.

Accuracy: Ensure experience and qualifications are accurately represented.

Ensure ATS readability: Avoid tables, text boxes, images, etc. A one column resume is ideal. Do not place content in the header or footer.

Bullet Points

Employers assess a resume to determine if the candidate has the appropriate skills and experience for their organization/position. List your key achievements and add details which show your demonstrated results. The more relevant/recent an experience, the more detail you should provide.

Begin sentences with action verbs (past tense unless it's a current activity/project) and be specific when detailing your results and the value you added to each experience. Use consistent punctuation for bullets (bullet points do not require periods). Try to write one phrase per line, when possible, but no more than two lines per bullet point. Use bullets to indicate new lines, as this is essential for accurate readability by ATS software systems. Review the Action Verbs List (enclosed) for assistance in selecting a variety of strong verbs for your resume.

Bullet Point Formula:

Action Verb + Context (what you did and how you did it) + Result (Metrics, Outcome, and/or Impact)

Resumes and Artificial Intelligence: Guidance for Students

Resumes need to accurately reflect experience, skill set, contributions to projects, etc. and be tailored to the job/industry for which the resume will be used. When using generative AI tools, it is important to ensure that the content and information remains accurate and can be verified and expanded upon in the interview process.

Generative AI platforms can be used for *idea generation*, helping to suggest keywords or relevant skills that are found in job descriptions. Examples of prompt topics that may assist with this include:

- Asking about how to highlight a specific skill on a resume based on prior experiences
- Asking to revise specific bullet points for clarity and/or to tailor to specific job postings

Note: After prompting your generative AI platform to create or edit content on a resume, it is critical for student job seekers to tailor this information and make edits to ensure that the final product reflects their unique 'voice' and shares details and experiences specific to them.

When using AI resources to develop application materials, it is important to reference [guidelines provided by Carnegie Mellon](#) and/or any specific guidelines provided by an individual company. We recommend following up with a CPDC Career Consultant to have a final resume review.

THE SECTIONS OF A RESUME

Aside from your contact information, the resume should be divided into sections with headings that accurately describe their content. This section of the guide will review the basic headings that you may include in your initial resume.

Required Sections/Content: Contact Information, Education, Skills

Experience Dependent Sections (*one or more required*): Experience/ Work Experience/ Professional Experience; Projects/ Academic Projects/ Research Projects; Research/ Research Experience/PhD Research

Optional Sections: Leadership, Activities, Honors, Publications, Conferences, Objective/Summary

You must evaluate your background to determine the most appropriate order for sections in your resume, but the most important/relevant content should be listed first. Your Career Consultant can assist you in this process and help you with the titles of your sections if needed.

Contact Information

The top of the resume should highlight your name, email, and phone number. Unlike the remainder of the resume, no heading is required for contact information. Make sure that the phone number listed will be answered by *you* and has a professional outgoing voicemail message. List an email address (preferably your CMU email or a professionally named personal email account that is regularly monitored) and customized LinkedIn URL. This section can also include links to a personal website, portfolio, or GitHub.

Do NOT Include:

- Personal information: birth date, marital status, height, weight, personal identity information (social security number, passport info), etc.
- Photo / Images

Example:

Firstname M. Lastname

xxx1234@andrew.cmu.edu | (412) 555-5555 | www.linkedin.com/firstlast

Education

Education should appear as the first section of a graduate student resume. Start with the most recent educational experience (Carnegie Mellon University). Bold university names and spell them out completely. List the name of the *Degree Program* as it would appear on an official transcript and graduation date.

Required Information:

- Name of institution and location
- Accurate and complete degree awarded or to be awarded
- Month *and* Year of graduation OR anticipated graduation date

Optional Information:

- GPA/QPA (include scale)
- Study abroad / Exchange programs
- Selected coursework
- Thesis topic (if applicable)

Education (continued)

Examples:

EDUCATION

Carnegie Mellon University

Master of Science in Machine Learning | GPA: 3.77/4.33

Pittsburgh, PA

May 20XX

Indian Institute of Technology

Bachelor of Science in Electrical and Computer Engineering | GPA: 9.0/10.0

Mumbai, India

June 20XX

EDUCATION

Carnegie Mellon University

Master of Science in AI Engineering – Mechanical Engineering

Pittsburgh, PA

May 20XX GPA: 3.71/4.00

University of Wisconsin, Madison

Bachelor of Science in Mechanical Engineering

Madison, WI

GPA: 3.95/4.0, Summa Cum Laude

May 20XX

Coursework

Listing relevant coursework is one option to highlight familiarity with key concepts. Focus on highlighting the courses that are most relevant to the positions/field that you plan to pursue and do not list every course that you have taken.

Coursework can be listed in its own section using a “Coursework” related heading or it can be listed as a subheading titled “Relevant Coursework” or “Selected Coursework” within the “Education” section.

The location of the “Coursework” section varies depending upon the content of your other sections. If including in-progress courses, ensure that you have noted which are in-progress.

If listing courses in a standalone section, labels should be included to indicate graduate vs. undergraduate courses.

Example – standalone section:

GRADUATE COURSEWORK

Machine Learning Distributed Systems Cloud Computing

Computer Vision Artificial Intelligence Algorithms and Advanced Data Structures

Example – embedded within education entry:

EDUCATION

Carnegie Mellon University

Master of Science in Electrical and Computer Engineer | GPA: 3.77/4.00

Pittsburgh, PA

May 20XX

Current Relevant Courses: Foundations of Computer Systems, Foundations of Software Engineering

Completed Relevant Courses: Software Design and Architecture, Software Engineering Design and Methods

The Body of the Resume

When developing the main content of your resume please be mindful that “Experience” as a standalone title implies employment. If the information that is included in the “Experience” section is not in fact employment, then the section should be renamed to reflect the nature of the entry more accurately.

As a reminder, the body of a graduate student resume should include:

Required Sections: Skills

Experience Dependent Sections (*one or more required*): Experience/ Work Experience/ Professional Experience; Projects/ Academic Projects/ Research Projects; Research/ Research Experience/ PhD Research

Optional Sections: Leadership, Activities, Honors, Publications, Conferences, Objective/Summary

Employment Related Experiences

Potential Section Titles: Experience, Internship Experience, Professional Experience, Relevant Experience

Required Information – Employment Related Experience Headings:

- Organization name
- Job/position title
- Location: city and state (US location) *or* city and country (international location)
- Date range of employment

Example:

INTERNSHIP EXPERIENCE

Computer Devices Co.

Palo Alto, CA

Hardware Engineering Intern

June 20XX - August 20XX

- Led a four-week project to evaluate the design of a product in development, identified a cost reduction of 10%
- Developed factory test requirements and participated in factory site visits to oversee successful testing of newly developed equipment
- Presented project proposal and findings to senior leadership, resulting in favorable feedback and recommendation for inclusion in the new product’s design

Example:

EXPERIENCE

Best Engineering Company | Software Engineering Intern | Pittsburgh, PA May 20XX – Aug. 20XX

- Collaborated with a team of 3 to develop Python modules and fabricate custom plates to calibrate depth sensors
- Implemented GPU kernels for camera correction that were deployed to production robots
- Developed target-finding algorithm using C++ and OpenCV for new customer applications

Projects

Include a select number of academic and/or research projects on the resume. This serves to further provide examples of experience and to illustrate practical applications of your skillset.

Example:

ACADEMIC PROJECTS

Intelligent Indoor Emergency Response System

Carnegie Mellon University | April 20XX

- Developed a priority-based A* algorithm for task allocation in a multi-agent environment, prioritized tasks based on proximity to the emergency resulting in efficient evacuation

Example:

PROJECTS

Robot Design and Build

January 20XX-March 20XX

Carnegie Mellon University

Pittsburgh, PA

- Combined circuits to create a mini programmable robot and successfully programmed the robot in C++ to complete a test course with zero failures or errors
- Designed and constructed circuits using a protoboard to power a beeper, LED, clock, memory chip, and two motors for the robot

Skills

List any relevant skills specific to your field including programming languages, tools, frameworks, software, computing environments, laboratory skills, etc. Sub-categorize skills whenever possible. List skills in order of proficiency (i.e. most to least proficient). *Do not* include soft skills such as “teamwork” or “leadership” in this section.

Example - without proficiency labels:

SKILLS

Programming Languages: Python, SQL, C++, Java

Software: Solidworks, MATLAB, OpenCV

Computing Environments: Windows, Linux, Arduino, Raspberry Pi

Example - with proficiency labels:

SKILLS

Application Software: *Advanced* - MATLAB, SolidWorks

Programming Languages: *Advanced* - C, C++; *Intermediate* - Java, Python

Languages: *Fluent* - English; *Conversational* - French; *Native Speaker* - Hindi

Activities/Leadership

It is optional to include memberships in campus and professional organizations or other activities that show involvement in your academic community or profession. Any items in this category that are listed should be relevant and have occurred for a significant period of time.

Example:

President, Women@SCS - Carnegie Mellon University	20XX - Present
Mentor, Girls of Steel Robotics Team - Carnegie Mellon University	20XX - Present

Honors

Honors, Fellowships, and Awards are optional to include on the resume. Depending on the type of honor, these honors may be embedded within other sections or experiences OR if robust/ varied enough, included as a standalone section. Select only those awards or honors that represent strengths and are timely (i.e. will not include high school honors). See templates section for example formatting.

Publications

Publications can be listed in a separate section if numerous, or under the relevant research/work experience (if less than three). See the templates section of this guide for formatting and organization of a publications section.

Conference Presentations

Conference presentations can be listed in a separate section if numerous, or under the relevant research/work experience section to which they apply. See templates for citation formatting.

Objective/Summary

The use of an objective/summary is optional and, in most cases, not needed. If included, it should be towards the top of the resume, below contact information and ahead of your education section.

Most students do not need to include an objective/summary statement. Objectives/summaries may be helpful for students with a diverse or varied background to help to focus the resume and provide clarity to an employer regarding career goals and related skills/experiences when making a significant career transition.

Consider the following when writing an objective/summary:

- Focus on what skills, experiences and abilities that would bring value to the employer and position to which you intend to apply.
- Avoid broad/generalized statements such as, "To pursue employment in the software engineering field."
- Avoid listing several fields or positions.
- It is acceptable to have two resumes with two different objectives or summaries and to tailor resumes to different job searches.

Writing Strong Bullet Points – Focus on Results

Resumes are assessed to determine if candidates have the appropriate proven results and experience for the given organization/position. List your key achievements and add specific details which show your demonstrated results.

Begin sentences with action verbs (past tense unless it's a current activity/project) and be specific when detailing your results and the value you added to each experience.

Use this formula to get started:

Action Verb + Context (what you did + how you did it) + Result (Metrics, Outcome, and/or Impact)

Review the following samples:

- Developed UI feature enhancements with C++ to extract user inputs, transfer data to simulation engine, and visualize results in 2D and 3D plots
- Created MEP 3D model using Revit and collaborated with cross-functional team to integrate models in Solibri; performed clash detection to overcome discrepancies in design and model
- Formulated traditional machine learning and neural network models using PyTorch library to predict multi-pedestrian behavior and evaluate AV-pedestrian interaction scenarios
- Developed a proprietary algorithm that automated the post-operation assessment of drilling data and identified costs of \$100,000+ per well pad were mitigatable through identified best practices
- Researched and analyzed the data of various fuel cells to determine the optimal experimental parameters and to understand the diameter-dependent lithium storage performance
- Led agile sprints, feature prioritization, and roadmap development to ensure timely delivery of new fintech software product

When constructing the details of your experience/project sections through bullet points, as a graduate student, your resume should encompass the most relevant experience/projects from either: your undergraduate work to present day if you have limited professional work experience *or* post undergraduate graduation to present day if you have significant previous full-time work experience. The more current/recent and relevant (to your job/internship search) an experience/project is, the more detail you should provide.

Selecting Action Verbs - Translating TASKS into SKILLS

Choose action verbs that demonstrate the SKILLS you want to highlight, instead of describing only the TASKS you were doing. The verb identifies the action, while the surrounding context clarifies the specific competency or skill being demonstrated.

Example	Skill to Highlight	Verb Examples*
I taught a class of 50 students	Communication / Leadership	Presented / Facilitated
I researched fuel cell data	Analytical / Technical	Researched / Analyzed
I trained new lab members and undergrad assistants	Leadership / Interpersonal	Mentored / Coached
I wrote a script to process raw experimental data	Technical / Problem-Solving	Automated / Streamlined
I wrote a grant proposal to fund our research project.	Initiative / Communication	Secured / Authored

**Reminder: When formulating bullet points, do not include pronouns.*

Strong Verb List

ORGANIZATIONAL Work Ethic, Analytical, Technical, and Teamwork

arranged	classified	coordinated	executed	prepared
assembled	collected	distributed	inspected	recorded
catalogued	compiled	enforced	maintained	updated

TEACHING Communication, Leadership, Interpersonal

adapted	coordinated	educated	explained	introduced
advised	delivered	enabled	facilitated	persuaded
clarified	demystified	encouraged	guided	trained
coached	developed	evaluated	instructed	tutored

ACCOMPLISHMENT Work Ethic, Initiative, Problem Solving, Technical and Flexibility

achieved	eliminated	expedited	launched	pioneered
boosted	exceeded	generated	mastered	resolved
broadened	expanded	improved	modernized	transformed

ANALYTICAL Data Interpretation, Logic, and Systemic Evaluation

analyzed	collected	evaluated	justified	reviewed
assessed	compiled	examined	mapped	surveyed
audited	compared	forecasted	measured	synthesized
balanced	deciphered	inspected	modeled	tabulated
calculated	detected	interpreted	projected	validated
charted	estimated	investigated	recorded	verified

COMMUNICATION Articulating Ideas, Writing, and Public Speaking

authored	corresponded	illustrated	persuaded	suggested
briefed	demonstrated	informed	presented	summarized
clarified	drafted	lectured	publicized	translated
composed	edited	marketed	recommended	welcomed
convinced	explained	mediated	reported	wrote

PROBLEM-SOLVING Identifying Issues and Implementing Solutions

alleviated	eliminated	inspected	reduced	settled
debugged	enhanced	overhauled	resolved	solved
decided	expedited	planned	restored	streamlined
diagnosed	fixed	rectified	revitalized	troubleshoot

TEAMWORK Collaborative Effort and Relationship Building

assisted	coordinated	facilitated	joined	partnered
collaborated	distributed	harmonized	mediated	supported
contributed	energized	interpreted	participated	united

INTERPERSONAL Emotional Intelligence and Individual Relationship Management

advised	consulted	encouraged	motivated	reconciled
advocated	counseled	fostered	negotiated	recruited
coached	cultivated	mentored	nurtured	tutored

LEADERSHIP Strategy, Vision, and Guiding Others Toward a Goal

administered	elevated	influenced	orchestrated	reformed
chaired	enabled	instructed	oversaw	represented
coordinated	enacted	led	planned	spearheaded
delegated	facilitated	managed	prioritized	supervised
directed	guided	mentored	promoted	trained

INITIATIVE Proactivity, Entrepreneurship, and Starting New Projects

accelerated	conceptualized	founded	launched	revamped
addressed	developed	generated	marketed	secured
arranged	established	implemented	pioneered	solicited
broadened	expanded	initiated	proposed	stimulated
centralized	formed	introduced	recruited	strengthened

TECHNICAL Domain-Specific Expertise and Tool Proficiency

applied	coded	engineered	modernized	simulated
assembled	configured	fabricated	operated	specified
arranged	constructed	integrated	programmed	systemized
automated	designed	leveraged	repaired	updated
built	deployed	maintained	restored	upgraded

FLEXIBILITY and ADAPTABILITY Resilience and Pivoting in Response to Change

adjusted	amended	customized	navigated	reconfigured
adapted	calibrated	iterated	pivoted	remodeled
adopted	converted	modified	realigned	tailored

WORK ETHIC and PROFESSIONALISM Responsibility, Reliability, and Results-Oriented

approved	ensured	fulfilled	prepared	screened
achieved	exceeded	generated	produced	selected
completed	executed	maintained	provided	surpassed
delivered	finalized	maximized	purchased	updated
enforced	formalized	organized	scheduled	upheld

Resume Self-Review

General Formatting

- ☐ Margins are the same for the top, bottom, and sides and between 0.5 - 1 inch
- ☐ Font size is between 10pt and 12pt font for the body of the resume, the same font is used throughout the resume, only your name is larger
- ☐ Bullet points and sections are aligned uniformly throughout the resume
- ☐ Dates are written consistently within each section and uniformly aligned throughout the resume
- ☐ Bullet point punctuation is consistent
- ☐ A consistent format is used throughout the entire document and within each section
- ☐ Sections/headings are listed in order of relevance/importance
- ☐ Information within each heading/experience is listed in reverse chronological order

Contact Information

- ☐ Full name (First and Last), cell phone number and professional email address (CMU or professionally named private email) are located at the top of your resume

Education and Coursework

- ☐ College/university names are spelled out (i.e. Carnegie Mellon University not CMU)
- ☐ The official name of each degree and program is listed
- ☐ You have listed only the month and year you earned your degree(s) and/or expect to earn it/them (no date ranges)
- ☐ GPA is listed (where applicable) and GPA scale is included (i.e. 3.75/4.0)
- ☐ Coursework list is limited to the courses most relevant to your job search and does not include future coursework

Work, Project and Research Experience

- ☐ Work Experience: Organization/Company name and location are clearly listed (city, state in United States; city, country if international; if you worked virtually- city, state (for the location to which you reported) followed by remote or virtual, ex: City, State- Virtual)
- ☐ Work Experience: Job title is clearly displayed
- ☐ Projects: Course name and/or project name listed (when applicable for projects)
- ☐ Dates of experiences are listed for each position, company and /or project
- ☐ Dates and location are on the right side of the page, organizations and titles are on the left side of the page
- ☐ Each phrase starts with an action verb in the appropriate tense (present for current, past for completed experiences)
- ☐ Bullet points include accomplishments, results, metrics, outcomes, etc. whenever possible

Skills

- ☐ Relevant skills are listed (Programming Languages, Software, Lab Instrumentation, Foreign Languages, etc.).
- ☐ Skills are subcategorized, specific skills are listed in each subcategory (i.e. Programming Languages: C, Java, C++)
- ☐ Skills are labeled with proficiency levels IF you have a range of proficiencies within the skills listed

Activities/Honors/Leadership (Optional)

- ☐ Activities, honors/awards, and/or leadership experiences are relevant and timely if included

EDUCATION

University Name

Master of (Degree Program)

GPA: XX/Scale (i.e. 3.5/4.0)

Selected Coursework: [Optional- list only the coursework that is most relevant to your job search 3-6 classes]

Location (City, State)

Graduation Date (Month Year)

University Name

Bachelor of (Degree Program)- Major

GPA: XX/Scale (i.e. 3.5/4.0, 8.0/10.0) [Optional- List high academic honors]

Selected Coursework: [Optional- list only the coursework that is most relevant to your job search 3-6 classes]

Location

Graduation Date (Month Year)

SKILLS

Category 1: [List only skills in which you are proficient]

Category 2: [List only skills in which you are proficient]

Languages: [Optional- list spoken languages multiple proficiencies exist. i.e.: English (Fluent), Hindi (Native Speaker)]

RESEARCH EXPERIENCE

Organization

Research Position Title

Location

Duration

- Verb + Context (what you did and how you did it) + Result

- Verb + Context (what you did and how you did it) + Result

- Verb + Context (what you did and how you did it) + Result

Organization

Research Position Title

Location

Duration

- Verb + Context (what you did and how you did it) + Result

- Verb + Context (what you did and how you did it) + Result

ACADEMIC AND RESEARCH PROJECTS

Organization

Project Title

Location

Duration

- Verb + Context (what you did and how you did it) + Result

- Verb + Context (what you did and how you did it) + Result

Organization

Project Title

Location

Duration

- Verb + Context (what you did and how you did it) + Result

- Verb + Context (what you did and how you did it) + Result

PUBLICATIONS

Author(s). "Title of Article." *Title of Journal* Volume.Issue (Year): pages. Medium of publication. [note submitted, under review, etc. if not yet published]

Author(s). "Title of Article." *Title of Journal* Volume.Issue (Year): pages. Medium of publication. [note submitted, under review, etc. if not yet published]

PATENT

[Last name, first name of the inventor.] [The year the patent was filed.] [The title of the invention.] [Country Patent Application number,] filed [Month Date, Year.] Patent Pending.

LEADERSHIP

Title, Organization Name- Location

Duration

Title, Organization Name- Location

Duration

Firstname M. Lastname

firstlast@andrew.cmu.edu ♦ (412)555-5555 ♦ www.linkedin.com/firstlastname

EDUCATION

University Name

Master of (Degree Program)

GPA: XX/Scale (i.e. 3.5/4.0)

Selected Coursework: [Optional- list only the coursework that is most relevant to your job search 3-6 classes]

Location (City, State)

Graduation Date (Month Year)

University Name

Bachelor of (Degree Program)- Major

[Optional- List high academic honors]

GPA: XX/Scale (i.e. 3.5/4.0, 8.0/10.0)

Selected Coursework: [Optional- list only the coursework that is most relevant to your job search 3-6 classes]

Location (City, State or Country)

Graduation Date (Month Year)

SKILLS

Category 1: [List only skills in which you are proficient]

Category 2: [List only skills in which you are proficient]

Languages: [Optional- list spoken languages]

PROFESSIONAL EXPERIENCE

Company A

Job Title

Location
Duration (Month Year- Month Year)

- Verb + Context (what you did and how you did it) + Result
- Verb + Context (what you did and how you did it) + Result
- Verb + Context (what you did and how you did it) + Result

Company B

Job Title

Location
Duration (Month Year- Month Year)

- Verb + Context (what you did and how you did it) + Result
- Verb + Context (what you did and how you did it) + Result
- Verb + Context (what you did and how you did it) + Result

Company C

Job Title

Location
Duration (Month Year- Month Year)

- Verb + Context (what you did and how you did it) + Result
 - Verb + Context (what you did and how you did it) + Result
-

ACADEMIC PROJECTS

Project Name

University Name

Location
Duration (Month- Month Year)

- Verb + Context (what you did and how you did it) + Result
- Verb + Context (what you did and how you did it) + Result

Project Name

University Name

Location
Duration (Month- Month Year)

- Verb + Context (what you did and how you did it) + Result
- Verb + Context (what you did and how you did it) + Result

Project Name

University Name

Location
Duration (Month- Month Year)

- Verb + Context (what you did and how you did it) + Result
 - Verb + Context (what you did and how you did it) + Result
-

LEADERSHIP

Title, Organization Name- Location

Duration (Month Year- Month Year)

Title, Organization Name- Location

Duration (Month Year- Month Year)

Firstname Lastname

firstlast@andrew.cmu.edu ♦ (412)555-5555 ♦ www.linkedin.com/firstlastname

EDUCATION

University Name

Master of (Degree Program)

GPA: XX/Scale (i.e. 3.5/4.0)

Selected Coursework: [Optional- list only the coursework that is most relevant to your job search 3-6 classes]

Location (City, State)

Graduation Date (Month Year)

University Name

Bachelor of (Degree Program)- Major

GPA: XX/Scale (i.e. 3.5/4.0, 8.0/10.0), [Optional- List high academic honors]

Selected Coursework: [Optional- list only the coursework that is most relevant to your job search 3-6 classes]

Location (City, State or City, Country if international)

Graduation Date (Month Year)

SKILLS

Category 1: List only skills in which you are proficient

Category 2: List only skills in which you are proficient

Category 3: List only skills in which you are proficient

Languages: Optional- list spoken languages if multiple proficiencies exist

RESEARCH PROJECTS

University Name

Project Title

- Verb + Context (what you did and how you did it) + Result
- Verb + Context (what you did and how you did it) + Result
- Verb + Context (what you did and how you did it) + Result

Location

Duration Date Range: Month- Month Year

University Name

Project Title

- Verb + Context (what you did and how you did it) + Result
- Verb + Context (what you did and how you did it) + Result

Location

Duration Date Range: Month- Month Year

ACADEMIC PROJECTS

Project Name – University Name

- Verb + Context (what you did and how you did it) + Result
- Verb + Context (what you did and how you did it) + Result
- Verb + Context (what you did and how you did it) + Result

Duration Date Range: Month- Month Year

Project Name – University Name

- Verb + Context (what you did and how you did it) + Result
- Verb + Context (what you did and how you did it) + Result
- Verb + Context (what you did and how you did it) + Result

Duration Date Range: Month- Month Year

Project Name – University Name

- Verb + Context (what you did and how you did it) + Result
- Verb + Context (what you did and how you did it) + Result

Duration Date Range: Month- Month Year

Project Name – University Name

- Verb + Context (what you did and how you did it) + Result
- Verb + Context (what you did and how you did it) + Result

Duration Date Range: Month- Month Year

LEADERSHIP or EXTRA-CURRICULAR EXPERIENCE (select one title)

Title, Organization Name- Location

Title, Organization Name- Location

Title, Organization Name- Location

Duration Date Range

Duration Date Range

Duration Date Range

Firstname Lastname

firstlast@andrew.cmu.edu ♦ (412)555-5555 ♦ www.linkedin.com/firstlast

EDUCATION

University Name

Doctor of Philosophy in (Degree Program)

GPA: XX/Scale (i.e. 3.5/4.0)

Location (City, State)

Anticipated Date

University Name

Master of (Degree Program)

GPA: XX/Scale (i.e. 3.5/4.0, 8.0/10.0)

Selected Coursework: [Optional- list only the coursework that is most relevant to your job search 3-6 classes]

Location (City, State)

Graduation (Month Year)

University Name

Bachelor of (Degree Program)- Major

GPA: XX/Scale (i.e. 3.5/4.0)

Selected Coursework: [Optional- list only the coursework that is most relevant to your job search 3-6 classes]

Location

Graduation (Month Year)

SKILLS

Category 1: [List only skills in which you are proficient]

Category 2: [List only skills in which you are proficient]

Languages: [Optional- list spoken languages if multiple proficiencies]

THESIS

University Name

Thesis Title

Location

Duration

- Verb + Context (what you did and how you did it) + Result
- Verb + Context (what you did and how you did it) + Result
- Verb + Context (what you did and how you did it) + Result
- Verb + Context (what you did and how you did it) + Result
- Verb + Context (what you did and how you did it) + Result
- Verb + Context (what you did and how you did it) + Result

PROFESSIONAL EXPERIENCE

Company A

Job Title

Location

Duration

- Verb + Context (what you did and how you did it) + Result
- Verb + Context (what you did and how you did it) + Result
- Verb + Context (what you did and how you did it) + Result

Company B

Job Title

Location

Duration

- Verb + Context (what you did and how you did it) + Result
- Verb + Context (what you did and how you did it) + Result
- Verb + Context (what you did and how you did it) + Result

ADDITIONAL RESEARCH EXPERIENCE

Organization

Project Title and/or Research Position Title

Location

Duration

- Verb + Context (what you did and how you did it) + Result
- Verb + Context (what you did and how you did it) + Result
- Verb + Context (what you did and how you did it) + Result

Organization

Project Title and/or Research Position Title

Location

Duration

- Verb + Context (what you did and how you did it) + Result
- Verb + Context (what you did and how you did it) + Result

PUBLICATIONS

Author(s). "Title of Article." *Title of Journal* Volume.Issue (Year): pages. Medium of publication. [note submitted, under review, etc. if not yet published]

Author(s). "Title of Article." *Title of Journal* Volume.Issue (Year): pages. Medium of publication. [note submitted, under review, etc. if not yet published]

Author(s). "Title of Article." *Title of Journal* Volume.Issue (Year): pages. Medium of publication. [note submitted, under review, etc. if not yet published]

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CONFERENCES / PRESENTATIONS

Last Name, First Name. "Title of Presentation/Speech." Name of the meeting and organization, Location (City, State OR City, Country), Day Month Year (i.e. 12 May 2015). Descriptor of Presentation (i.e.Keynote Address, Conference Presentation, etc.).

Last Name, First Name. "Title of Presentation/Speech." Name of the meeting and organization, Location (City, State OR City, Country), Day Month Year (i.e. 12 May 2015). Descriptor of Presentation (i.e.Keynote Address, Conference Presentation, etc.).

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PATENTS

[Last name, first name of the inventor.] [The year the patent was filed.] [The title of the invention.] [Country Patent Application number,] filed [Month Date, Year.] Patent Pending.

[Last name, first name of the inventor.] [The year the patent was issued.] [The title of the invention.] [Country Patent number,] filed [Month Date, Year,] and issued [Month Date, Year.]

TEACHING ASSISTANT EXPERIENCE

University	Location
Title/Role – Course Name	Duration
• Verb + Context (what you did and how you did it) + Result	

LEADERSHIP

Title , Organization Name- Location	Duration
Title , Organization Name- Location	Duration
Title , Organization Name- Location	Duration

AWARDS and HONORS

Name of Award	Date Received (Month Year)
Name of Award	Date Received (Month Year)
Name of Award	Date Received (Month Year)
Name of Award	Date Received (Month Year)

VOLUNTEER EXPERIENCE

Position , Organization- Location	Duration
Position , Organization- Location	Duration

Firstname Lastname

firstlast@andrew.cmu.edu ♦ (412)555-5555 ♦ www.linkedin.com/firstlast

EDUCATION

University Name

Doctor of Philosophy in (Degree Program)

GPA: XX/Scale (i.e. 3.5/4.0)

Location (City, State)

Graduation (Month Year)

University Name

Bachelor of (Degree Program)- Major

GPA: XX/Scale (i.e. 3.5/4.0)

Location

Graduation (Month Year)

Selected Coursework: [Optional- list only the coursework that is most relevant to your job search 3-6 classes]

SKILLS

Category 1: [List only skills in which you are proficient]

Category 2: [List only skills in which you are proficient]

Category 3: [List only skills in which you are proficient]

Languages: [Optional- list spoken languages if multiple proficiencies]

PhD RESEARCH

University Name

Thesis Title

Location

Duration

- Verb + Context (what you did and how you did it) + Result
- Verb + Context (what you did and how you did it) + Result
- Verb + Context (what you did and how you did it) + Result
- Verb + Context (what you did and how you did it) + Result
- Verb + Context (what you did and how you did it) + Result
- Verb + Context (what you did and how you did it) + Result

ADDITIONAL RESEARCH EXPERIENCE

Organization

Project Title and/or Research Position Title

Location

Duration

- Verb + Context (what you did and how you did it) + Result
- Verb + Context (what you did and how you did it) + Result
- Verb + Context (what you did and how you did it) + Result

Organization

Project Title and/or Research Position Title

Location

Duration

- Verb + Context (what you did and how you did it) + Result
- Verb + Context (what you did and how you did it) + Result

Organization

Project Title and/or Research Position Title

Location

Duration

- Verb + Context (what you did and how you did it) + Result
- Verb + Context (what you did and how you did it) + Result

ACADEMIC PROJECTS

University

Project Title / Course

Location

Duration

- Verb + Context (what you did and how you did it) + Result
- Verb + Context (what you did and how you did it) + Result
- Verb + Context (what you did and how you did it) + Result

University

Project Title / Course

Location

Duration

- Verb + Context (what you did and how you did it) + Result
- Verb + Context (what you did and how you did it) + Result

PUBLICATIONS

Author(s). "Title of Article." *Title of Journal* Volume.Issue (Year): pages. Medium of publication. [note submitted, under review, etc. if not yet published]

Author(s). "Title of Article." *Title of Journal* Volume.Issue (Year): pages. Medium of publication. [note submitted, under review, etc. if not yet published]

Author(s). "Title of Article." *Title of Journal* Volume.Issue (Year): pages. Medium of publication. [note submitted, under review, etc. if not yet published]

Author(s). "Title of Article." *Title of Journal* Volume.Issue (Year): pages. Medium of publication. [note submitted, under review, etc. if not yet published]

Author(s). "Title of Article." *Title of Journal* Volume.Issue (Year): pages. Medium of publication. [note submitted, under review, etc. if not yet published]

CONFERENCES / PRESENTATIONS

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PATENTS

[Last name, first name of the inventor.] [The year the patent was filed.] [The title of the invention.] [Country Patent Application number,] filed [Month Date, Year.] Patent Pending.

[Last name, first name of the inventor.] [The year the patent was issued.] [The title of the invention.] [Country Patent number,] filed [Month Date, Year,] and issued [Month Date, Year.]

TEACHING ASSISTANT EXPERIENCE

University	Location
Title/Role – Course Title	Duration
• Verb + Context (what you did and how you did it) + Result	

LEADERSHIP

Title , Organization Name- Location	Duration
• Verb + Context (what you did and how you did it) + Result	
Title , Organization Name- Location	Duration
• Verb + Context (what you did and how you did it) + Result	
Title , Organization Name- Location	Duration

AWARDS AND HONORS

Name of Award	Date Received (Month Year)
Name of Award	Date Received (Month Year)
Name of Award	Date Received (Month Year)
Name of Award	Date Received (Month Year)

VOLUNTEER EXPERIENCE

Position , Organization- Location	Duration
Position , Organization- Location	Duration