**SARA DRAYER**

*City, State Zip - (713) 555-1234*

*saradrayer@email.com - linkedin.com/in/your-name-here*

**EDUCATION**

*Degree* / Graduation Year, GPA 3.8/4.0

College Name, Location

**RELEVANT COURSES**

* List courses that are directly relevant to the job for which you’re applying.
* Use course titles rather than course numbers.
* Include details of the coursework or special projects that prove you have experience in your target industry.

**HONORS AND ACHIEVEMENTS**

* Include things like being on the Dean’s List (Semesters, Years)
* Mention high placements in competitions (especially if it’s relevant to the job)
* Add other distinctions

**SOCIETIES AND EXTRACURRICULARS**

* List your most relevant fraternities/sororities, clubs, teams, etc.
* Include your role within the organization. Always try to tie any information back to the job.

**WORK EXPERIENCE**

*Job Title* / Company 2, Location MM/YYYY - MM/YYYY

It’s OK that you don’t have much work experience as a recent grad. Having industry-relevant internships will help, but any professional experience will be helpful.

*Job Title* / Company 1, Location MM/YYYY - MM/YYYY

Whether you worked your way through school as a bartender, in retail, or doing manual labor, there will be some transferable skills for the job or industry. Try to include results, like money or time saved or improvements made.

**ELLIE STANTON**

*City, State Zip • (555) 555-1234*

*elliestanton@email.com • linkedin.com/in/your-name-here*

When you don’t have much work experience as a recent grad, a strong summary statement can help add valuable context to your application. Use this statement to communicate the career track you’re pursuing, any specialties from your education or personal projects, and how you will contribute.

**EDUCATION**

*Degree / Graduation Year, GPA 3.7/4.0*

*College Name, Location*

* + Consider listing course titles (not numbers), details of coursework and special projects, or academic accomplishments that show you’re ready to excel in your new industry.
  + You can also list organizations, clubs, teams etc. that show off additional interpersonal and leadership skills.

**WORK EXPERIENCE**

*Job Title / Company 2, Location mm/yyyy - mm/yyyy*

It’s OK that you don’t have much work experience as a recent grad. Having industry-relevant internships will help, but any professional experience will be helpful.

*Job Title / Company 1, Location mm/yyyy - mm/yyyy*

Whether you worked your way through school as a bartender, in retail, or doing manual labor, there will be some transferable skills for the job or industry. Try to include results, like money or time saved or improvements made.

**VOLUNTEER EXPERIENCE**

*Title/Role / Organization, Location mm/yyyy - mm/yyyy*

Add volunteer experience. This is a great way to strengthen your resume, especially when you’re just starting out.

## **Julio Rivera**

City, State Zip • (713) 555-1234

juliorivera@email.com • linkedin.com/in/your-name-here

When you don’t have much work experience as a recent grad, a strong summary statement can help add valuable context to your application. Use this statement to communicate the career track you’re pursuing, any specialties from your education or personal projects, and how you will contribute.

## **Education**

Degree, Graduation Year, GPA 3.8/4.0

College Name, Location

* List course titles (not numbers) that are directly relevant to the job.
* Include details of the coursework or special projects that prove you have experience in your target industry.
* Include academic accomplishments like being on the Dean’s List
* List your most relevant fraternities/sororities, clubs, teams, etc.
* Include your role within the organizations. Tie information back to the job.

## **Relevant [Industry] Experience**

**Company 2**, Location

*Job Title* (MM/YYYY)-(MM/YYYY)

If you have industry-specific internships or work experience right out of college, consider separating it into its own section. Some applicant tracking systems might have trouble parsing this, but it will help recruiters see your relevant experience.

**Company 1**, Location

*Job Title* (MM/YYYY)-(MM/YYYY)

Take extra care to tailor these sections to the job with resume keywords, hard skills, and relevant accomplishments.

## **Additional Work Experience**

**Company**, Location

*Job Title* (MM/YYYY)-(MM/YYYY)

If you have work experience that is completely unrelated to your new field post-grad, list it briefly here. Share transferable skills but don’t feel the need to go into great detail.

**MADDISON ABBOTT**

City, State Zip | (206) 555-5555 | maddisonabbott@email.com

linkedin.com/in/your-name-here

Add a strong [resume summary](https://www.jobscan.co/blog/resume-summary/?utm_medium=referral&utm_source=resume-templates&utm_campaign=ats-templates&utm_content=internal-link) here that highlights what it is you do, the types of companies you’ve worked with, and why you’re great at your job. Include experience, specializations, areas of interest, etc.

**SKILLS AND ACCOMPLISHMENTS**

* SKILL TOPIC 1 (e.g.: Software Engineering or Warehouse Management): Skill 1 | Skill 2 | Skill 3 ...
* SKILL TOPIC 2: Skill 1 | Skill 2 | Skill 3 | Skill 4 | Skill 5…
* SKILL TOPIC 3: Skill 1 | Skill 2 | Skill 3 | Skill 4 …
* ACCOMPLISHMENT 1: [Action verb] [brief explanation of accomplishment] resulting in [quantifiable outcome. Using %, $, etc. will draw the eye and make an impact]
* ACCOMPLISHMENT 2: ...
* ACCOMPLISHMENT 3: ...

**WORK EXPERIENCE**

JOB TITLE | Company 4, Location (MM/YYYY) – Present

This is where you write about your experience. Do not simply list your day-to-day job duties. Work in [resume keywords](https://www.jobscan.co/blog/top-resume-keywords-boost-resume/?utm_medium=referral&utm_source=resume-templates&utm_campaign=ats-templates&utm_content=internal-link) that are most relevant to the job for which you’re applying. Provide context to the skills and accomplishments above.

JOB TITLE | Company 3, Location (MM/YYYY) – (MM/YYYY)

Because you listed skills and accomplishments above using this hybrid format, you can afford to write a little bit less in your experience section. Expand to two pages if necessary, but keeping your resume to one page is a good goal to have (unless you have over 10-15 years of relevant experience).

JOB TITLE | Company 2, Location (MM/YYYY) – (MM/YYYY)

It’s OK to leave positions off your resume if they aren’t relevant to the job you’re pursuing. Unless the experience is crucial, you can also go into fewer details on older positions.

JOB TITLE | Company 1, Location (MM/YYYY) – (MM/YYYY)

Barely relevant positions deep in your work history can be summed up in a quick line or two.

**EDUCATION**

DEGREE | College Name, Location Graduation Year (YYYY)

**Joe Jobscan**

Seattle, WA

(206) 555-5555

joe-jobscan@example.com

linkedin.com/in/joe-jobscan-123

**Professional Summary**

* List a few bullet points that summarize what you have to offer.
* This could include a summary of your experience with certain tasks or roles across multiple companies.
* Mention the soft skills (communication, innovation, integrity) the recruiter or hiring manager will find most attractive for the position.

**Relevant Skills and Proficiencies**

* List hard skills that are most relevant to the position. This includes skills that weren’t used in your previous jobs but were developed on your own and are required for the position.
* Include any certifications or education you’ve received outside of your formal education at the bottom of the resume.

**Work History**

#### Company 3, Job Title, Month/Year - Present

Describe your job responsibilities with an emphasis on ones that highlight transferrable skills. Add context to the claims made in the summary section above.

#### Company 2, Job Title, Month/Year - Month/Year

Describe your job responsibilities with an emphasis on ones that highlight transferrable skills. Add context to the claims made in the summary section above.