NAME YOU GO BY
Phone number with area code
Professional email address

Use the name you go by, not your full name

Physical address
LinkedIn custom url
Twitter handle

Summary of Qualifications

A great way to get the most important KSAs to the top of your resume

- This is a great place to highlight your knowledge, skills and abilities (KSAs).
- Change these to match the position you are apply for.
- Use bullet points instead of paragraphs to make it easy to read.

Experience

Notice it does not say "work" experience, use volunteer experience too!

Position Title   Location if important
Company or organization name   Start MM/YYYY – End MM/YYYY
You may want to include a summary of the company including their customers, place in the market and anything else that would be of interest.

- Bullet points of your KSAs at this position
- Also include accomplishments, awards, and projects.
- Adapt them to the position you are applying for.

A company summary may help

Position Title   Location if important
Company or organization name   Start MM/YYYY – End MM/YYYY

- You can use volunteer experience also.
- If you are a recent college graduate without experience you can use a big project you worked on.

If you have a Bachelors do not list your High School

Education

Degree – can include GPA if it is good *(generally over 3.0)*
School – can include date if relevant

Awards / Certifications / Technical Skills / Languages / Organizations / etc…

Depending on the position you applying for you may have other resume components
Pay attention to recency and relevancy when putting your resume together