

Your Name

Street Address, City or Town, State, Zip Code

Phone | Email | Personalized LinkedIn URL

EDUCATION

University of Pennsylvania, Graduate School of Education | Philadelphia, PA

Expected May/August/December Year

M.S.Ed./M.Phil.Ed. Program Name

Title of Thesis/Capstone Project/etc. (if applicable)

Undergraduate College or University | City or Town, State

Graduation Month Year

B.S./B.A./B.S.W./etc. Major(s), minor(s), concentration(s)

TIP: Include cumulative GPA if 3.00 or above.

Consider including Major GPA, especially if it is higher than cumulative GPA.

Add Latin honors, too, if applicable.

Study Abroad College or University (if applicable) | City or Town, Country

Semester Year

Courses completed or Program Name

Community College (if applicable) | City or Town, State

Graduation Month Year

A.S./A.A./A.A.S/etc. Major(s)

RELEVANT COURSEWORK (optional)

Course Title; Course Title; Course Title; Course Title (listed in priority order as they relate to the job)

TIP: List courses by title, omitting the number associated with the course

HONORS/AWARDS/SCHOLARSHIPS (optional)

Phi Beta Kappa • Honor Society Related to Major • Gates Millenium Scholar • Benjamin Gilman International Scholarship • American Association of University Women Book Award

*TIP: If you have significant related experience, consider creating two experience sections
(e.g., RELATED EXPERIENCE AND ADDITIONAL WORK EXPERIENCE)*

WORK EXPERIENCE

Organization Name, Job/Internship Title | City, State

Month Year – Month Year

- List experiences in reverse chronological order starting with most recent
- Begin each bullet with a strong action verb ([access useful list on Penn Career Services website](#))
- Incorporate quantifying details to give scope and scale to your experience (e.g., Collaborated with team of 6 to investigate...)

Organization Name, Job/Internship Title | City, State

Month Year – Month Year

- Communicate your experience in a succinct and organized format to highlight qualifications for the employer who may initially spend 6 seconds reading your resume
- Use keywords from the job description throughout the resume to tailor it to a specific job
- A two page resume is acceptable at the Master's level
- Be consistent with punctuation

Organization Name, Job/Internship Title | City, State

Month Year – Month Year

- Insert specific, factual information and results (e.g., "Spearheaded 3 month project with 4 team members to...")
- Use the *Top Ten Reasons to Hire Me* exercise to assist you with this process
- There is no correct number of bullet points or number of lines for each bullet point
- Organize the bullet points in each experience in priority order as they relate to the job

LEADERSHIP EXPERIENCE

Group/Club/Team Name, Position/Title | City, State

Month Year – Month Year

- Highlight activities as employers appreciate well-rounded candidates
- Indicate your level of responsibility in leadership positions and quantify your results or outcomes when possible

Group/Club/Team Name, Position/Title | City, State

Month Year – Month Year

- Clarify if you have been involved in one or more activities for several years or have assumed greater levels of responsibility as part of organization

ADDITIONAL SKILLS

TIP: Include what would be applicable to job but not included elsewhere

Technical: Include technical skills that are relevant to the job

Language: Include languages you speak, understand, read, and/or write along with your proficiency level (e.g., beginner, basic, proficient, fluent)

INTERESTS *(optional)*

Interests show a bit of your personality; they can be used as conversation starters during an interview; know your audience and use interesting detail (e.g., Passion for cooking vegetarian cuisine, high-altitude mountain climbing, reading mystery novels)