Firstname Lastname

(801)123-4567   student@email.com

EDUCATION

B.S., Title of Major, Utah State University (USU)   Aug 20XX-May 20XX

Logan, Utah   GPA: x.xx

- Position Title, Club Name
- Relevant Coursework: course1, course2, course3…
- Scholarship Information

RELEVANT EXPERIENCE

Position Title, Place of Work, City, State   Month 20XX-present

- Include 3-5 descriptive bullet points that are success statements: Action Verb + Skill/Responsibility + Action/Tools + Benefit/Result = Success Statement
- Example: Performed an EPA study using over 30,000 cells of carbon emission data from fleets, electricity consumption and other sources from seven Logan City departments
- Include the most relevant positions in this section to the job you are applying for

Position Title, Place of Work, City, State   Month 20XX-Month 20XX

- 3-5 descriptive bullet points
- Always list experiences in reverse chronological order, so the most recent experience comes first and the least recent experience goes last
- For jobs in the past, use past tense verbs ("communicated") and for current jobs, use present tense verbs ("communicate")

Position Title, Place of Work, City, State   Month 20XX-Month 20XX

- 3-5 descriptive bullet points
- No periods are needed at the end of action statements, and they do not need to be full sentences
- Another example: Created a database for rivers in the Intermountain West using R statistical software, QGIS and ArcMap, and interviewing key stakeholders in rivers and watersheds

WORK EXPERIENCE

Position Title, Place of Work   Month 20XX-Month 20XX

Position Title, Place of Work   For less relevant experience, like "Cashier, Fast Food Restaurant X"

SKILLS

Field: separate your skills into sections and list them in a comma separated list, no need to make the skills section full sentences, include specific equipment names, i.e. Garmin GPS

Computer: include specific software names, ArcGIS/ArcGIS Pro, Microsoft Office, RStudio

Leadership/Interpersonal: environmental education, supervised a team of 4-6, guest service, work well under pressure, served up to 50 customers in 20 minutes, conflict management, persuasive communication, team building, stakeholder management

Projects: list names of final projects in classes or independent projects, or change this section to something else like interests