

Name (14pt-16pt font)

City, State ZIP | Professional Email Address | Phone Number | Portfolio, Website, or LinkedIn Address (Optional)

EDUCATION

Western Kentucky University

Bachelor of Science/Art, Major

Second Major, Certificate, Minor, or Emphasis (Optional)

Academic Awards (Optional)

City, State

Month and Year Received/Expected

GPA: X.XX/4.00 (Optional)

Transfer University/College

Major, Name of Major

Second Major, Certificate, Minor, or Emphasis

Academic Awards (Optional)

City, State

Month and Year Finished

GPA: X.XX/4.00 (Optional)

RELEVANT COURSEWORK (Optional)

Western Kentucky University: Course Title, Course Title, Course Title, Course Title, Course Title

Transfer University/College: Course Title, Course Title, Course Title, Course Title, Course Title

SKILLS (Optional)

Technical (You can customize this category name): Skill 1, Skill 2, Skill 3

Language (You can customize this category name): Skill 1, Skill 2, Skill 3

Interpersonal (You can customize this category name): Skill 1, Skill 2, Skill 3

RELEVANT EXPERIENCE

Name of Company

Job Title

City, State

Month and Year Range

- Include 2-5 bullet points demonstrating skills you have gained through this position and accomplishments.
- Place an action verb at the beginning of a bullet point statement to make the statement impactful.
- Use quantifiers such as numbers, money amounts, or percentages whenever possible.

ADDITIONAL EXPERIENCE (Optional)

Name of Company

Job Title

City, State

Month and Year Range

- An easy bullet-point formula is "Task + Skill + Quantity + Result/Purpose."
- Alternatively, try this bullet point formula: "Performed X to do Y, resulting in Z."
- Do not feel you need to add each element of this formula to your bullet, but use it as a guide.

INVOLVEMENT EXPERIENCE

Club/Organization Name, Your Title (if applicable) | Institution Name

Month and Year Range

- Add 1-3 bullet points to describe your role in the organization. Focus your contributions and quantify when possible.
- Pay attention to tense of your verb by using simple present or simple past tense to describe your action. Be as consistent as possible when formatting.

PROJECT EXPERIENCE (Optional)

Name of Project

Name of Course

University/College

Month and Year Range

- Include 2-5 bullet points demonstrating relevant knowledge or skills applied to this project.
- Project experience can include in-class projects (papers, presentations, group work) or independent projects.

CERTIFICATIONS (Optional)

Certification Name, Certifying Organization

Date Received

HONORS AND AWARDS (Optional)

Name of Honor/Award/Scholarship, University/College

Month and Year Received

* The transfer student resume includes highlights where your transfer institution might be relevant. Remove highlights when done. *