**Name (14pt-16pt font)**

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

**EDUCATION**

**Western Kentucky University** City, State

*Bachelor of Science/Art, Major*  Month and Year Received/Expected

Second Major, Certificate, Minor, or Emphasis (Optional) GPA: X.XX/4.00 (Optional)

Academic Awards (Optional)

**Transfer University/College**  City, State

*Major, Name of Major* Month and Year Finished

Second Major, Certificate, Minor, or Emphasis GPA: X.XX/4.00 (Optional)

Academic Awards (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** City, State

*Job Title* 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** City, State

*Job Title* 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** University/College

*Name of Course*  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. \**