

# YOUR FULL NAME

Street Address, City, State | Phone Number | Email Address | Hyperlink to LinkedIn

## EDUCATION

**Stevens Institute of Technology – Hoboken, NJ, USA**  
*Master of [Engineering/Science] in [Program Name] | GPA*

Expected Graduation: May 2027

**Institution Name – City, State, Country**  
*Bachelor of [Engineering/Science/Arts] in [Program Name] | GPA*

[Graduation Month and Year]

## RELEVANT COURSEWORK

List the titles of 3-4 courses that you have taken that are highly related to the job you are applying to

## TECHNICAL SKILLS

**Languages:** List programming languages that you are familiar with (C++, HTML, Java, SQL, etc.)

**Technologies:** List technical tools that you are familiar with (Node.js, SQL, Oracle, Azure, etc.)

**Applications:** List common applications that you are familiar with (Microsoft Excel, Word, PowerPoint, PowerBI, etc.)

## RELEVANT EXPERIENCE

**Company Name, Title – City, State, Country** [Month Year – Month Year]

- Write 3-5 bullet points that describe your experience; list the most relevant, critical, and impactful duties first
- Highlight any projects that you oversaw or spearheaded; include any notable achievements or accolades you earned
- Each bullet should say what you did and why, to show employers how your skills are transferable
- Quantify wherever possible, showcasing your impact through concrete and tangible datapoints
- Weave in industry terms or phrases used consistently in this job description to draw connections

**Company Name, Title – City, State, Country** [Month Year – Month Year]

- List experiences in chronological order with the most recent or current experiences at the top
- Start each bullet with a strong action verb, using different action verbs to describe your duties
- Use appropriate verb tenses; if you are no longer working in a position, verbs should be written in past tense
- Avoid fluff or filler words such as “extremely”, “highly”, or “definitely”

**Company Name, Title – City, State, Country** [Month Year – Month Year]

- Try to keep each bullet limited to one line; go onto two lines sparingly and for duties that are more detailed
- Do not use first person pronouns (I, we, our, my) on a resume
- Remember: you are trying to say the most you can in the least amount of words possible

## ACADEMIC PROJECTS

**Name of Project, Course Title, Institution Name or Abbreviation** [Month Year – Month Year]

- Projects that you work on in courses can be impactful; list 2-3 that you are currently working on or have completed
- Aim for 2-3 bullets per project, depending on how much room you have on your resume after listing your experiences

**Name of Project, Course Title, Institution Name or Abbreviation** [Month Year – Month Year]

- Projects listed can include personal projects as well, but be sure to describe them in a professional manner
- Include hyperlinks to showcase your work, if possible

## PROFESSIONAL ASSOCIATIONS

List professional organizations that you have joined that are related to your field (IEEE, Society of Women Engineers, ASCE)

## CERTIFICATIONS

List special certifications or courses that you have taken, either through previous jobs, courses, or on your own time; examples can include LinkedIn Learning or Microsoft courses