EDUCATION

Degree type of < Insert Degree>, *University Name, City, Country* Expected Completion: MM YY

* Bullet 1(GPA, Relevant Courses, or any relevant details)
* Bullet 2 (When you are available to start)

RELEVANT WORK EXPERIENCE

Position of Role 1, *Company Name,* City, Country MMYY – MMYY

*This is a small description of the company and what they do! Sometimes unnecessary if the company more known.*

* Use the X-Y-Z Formula. "Accomplished [X] as measured by [Y], by doing [Z]." [Source](https://careers.google.com/videos/google-resume-tips-and-advice/)
* Include numerical values and numbers as much as possible. Example: “Increased Revenue by 12% each month through national campaign with over 1,000,000 viewers”
* Use effective verbs in your resume at the start of the sentence. Here is a [list](https://www.themuse.com/advice/185-powerful-verbs-that-will-make-your-resume-awesome) of some. Click the link.

Position of Role 2, *Company Name,* City, Country MMYY – MMYY

*This is a small description of the company and what they do!*

* Please check your resume for grammar and spelling. There is zero room for careless mistakes, and it gives a negative image for someone trying to employ you.
* Have experienced people check your resume. There are resources at your university campus for this and people who can check your resume. Have at least 3 drafts reviewed before applying. This isn’t a rule, just a guide to make sure it’s as best as possible and to get multiple perspectives.
* Make your resume 1 page for internships. A recruiter usually won’t have time to review longer resumes.

Position of Role 3, *Company Name,* City, Country MMYY – MMYY

*This is a small description of the company and what they do!*

* Adapt keywords from the job description of a role to your resume.
* Save your resume as a PDF and name the file using your name. Example “ Amir Hanna’s Resume.pdf”. PDFs are a standard for resume uploads and naming the file also helps the recruiter remember your name.
* Once you have nailed your resume with all of the points above. Create multiple versions for different types of roles. A resume for Software Engineering should have different language and keywords than a Sales internship position.
* I recommend you narrow down and figure out what roles you are interested and would be a good fit for at the onset.

ACHIEVEMENTS

Your Role in the achievement, *Organization/Club/Company*, City, Country MMYY – MMYY

A bit of context about the achievement and scale for someone reading.

* Outcome #1 of achievement
* Outcome #2 of achievement

Your Role in the achievement, *Organization/Club/Company*, City, Country MMYY – MMYY

*A bit of context about the achievement and scale for someone reading.*

* Outcome #1 of achievement
* Outcome #2 of achievement

SKILLS

* Technical Skills: Make these skills relevant to the job you are applying for. Use keywords from the job description to adapt your skills to that role. Don’t make them up, just adapt accordingly.
* Other Relevant Skills: Speaking multiple languages, anything you want to add!