

Education

Your University, City, State May 2010
Master's of Something Fancy
GPA 3.7
Other relevant details such as scholarships & special awards

University of Blah Blah, City, State May 2005
Bachelor of Arts, Major; Minor in Blah
GPA 3.8
Other relevant details such as scholarships & special awards

Experience

Company or Organization, City, State May 2010 - Present
Title

- Always start with meaningful verbs in the present tense; be as descriptive as possible about what your responsibilities are and how you create value for your organization
- When possible, quantify your success (increased sales by 50%...)
- Stick with brief bulleted list of responsibilities/accomplishments; no rambling paragraphs
- Make most important (usually most recent) job sections longer to denote their significance
- Don't make freelance or part-time positions seem full-time/permanent; explain overlaps in jobs -- was one job part-time?

Title

- If you help multiple roles at the same place in one stint, you can list earlier roles like this (there is no need to list organization twice!)

Organization, City, State September 2007 - May 2010
Title

- Start with meaningful verbs in the past tense; be as descriptive as possible about what your responsibilities are and how you create value for your organization
- Managed....
- Produced...

Organization, City, State June 2005 - August 2007
Title

- Researched....
- Authored...

Organization, City, State Summer 2004
Intern

- Shorten intern sections as your work history grows; eventually eliminate them
- Analyzed...

Civic Participation/Community Involvement (Optional)

You can use this section to list relevant seminars (FEE, IHS, etc.), clubs (Bastiat Society, America's Future Foundation), political participation (campaigns, party involvement), volunteer activities, group membership (Rotary club, college alumni group), etc.

Special Skills (Optional)

You can use this section to list language skills, computer skills (specialized software, platforms), relevant certifications, etc.