**First Name Last Name**

City, State Zip Code • Email Address • Phone Number

Personalized LinkedIn or Portfolio URL (Optional)

**EDUCATION**

**Texas Tech University**, Lubbock, Texas Graduation Month and Year

*Bachelor of Science in \_\_\_\_\_\_\_\_\_\_ Engineering* **GPA: \_\_\_**

Minor or Concentration if applicable

(Add Study Abroad or Community College/other higher education here if applicable. Relevant coursework can also be added if particularly applicable to the field or jobs to which you are applying.)

**EXPERIENCE**

**Company Name**, City, State

*Position Title* Dates, e.g. August 2021 – Present

* Write one-line descriptions of what you did, how you did it, and any results
* Use technical, specific wording which incorporates keywords from job descriptions when possible
* Start each bullet with a strong action verb and quantify using numbers and statistics when possible

**Company Name**, City, State

*Position Title* Dates, e.g. May – August 2021

* Experience may include internships, co-ops, full/part-time work, research, and/or projects
* Prioritize college-level and more technical experiences when deciding what to include in your resume
* Organize your experiences in reverse chronological order, i.e. most recent experience first

**Company Name**, City, State

*Position Title* Dates

* Check the sample resume on Job Grid for examples on how to write your bullet points
* Expand, add, or remove sections within the page to make the template fit your personal experience
* Visit the Job Grid Resource Library for more information on drafting your resume

**INVOLVEMENT**

**Organization Name**

*Position Title (Leadership Title, “Volunteer”, “Active Member”)* Dates

* As above, list one-line descriptions of what you did in the org, how you did it, and any results
* This section can include activities, student or non-student organizations, volunteer, or service work

**Organization Name**

*Position Title (Leadership Title, “Volunteer”, “Active Member”)* Dates

* Same as above
* Same as above

**SKILLS**

* Technical Skills
  + List your technical skills, e.g. Basic C#, Intermediate AutoCAD, etc.
  + If not listed in experience, consider explaining briefly how you learned/applied the skill
* Certifications, Interests, Honors/Awards, or Languages
  + Use any extra space to list information from one or more of these categories

**\*\*ENSURE INFO IS ACCURATE; DO NOT GO PAST ONE PAGE; GET A CRITIQUE\*\***