**Template Instructions**

These instructions are designed to help you utilize this template. Below please find common sections included on a resume, along with relevant information for each section.

***Don’t forget to delete this page when you are finished creating your resume.***

**Header**

* Typically includes Name, Email, Phone, and Address (Optional: LinkedIn or Portfolio links)
* The font size should be the same for the text on your document, except for your name (which is larger)

**Objective / Summary (Optional):**

* If you choose to use one of these, then it should be placed above your education

**Education**

* Required Information: University, Location, Degree, and graduation date
  + Recommended Information: GPA
  + Optional Information: Coursework, Awards/Honors
* Educational Institution 2 is most often used in the following situations:
  + You obtained a degree from a previous institution
  + You are a new transfer student, in which case you should have your previous institution on the resume for at least one year
  + You are a new first year student, in which case you may have your high school information on your resume up to three semesters after starting at UM (it can be removed sooner if you prefer)
  + You participated in a study abroad activity

**Section Headers**

* The 4 most common types of experiences for Michigan Engineering students are provided below. Please note that it is unlikely that you will have all four types of these common experiences.

1. Work Experience: Internships, Part-Time or Full-Time Jobs
2. Project Experience: Student course projects, student projects teams
3. Research Experience: Research in academia or a research institution.
4. Leadership: Leadership role in a student organization, project team,

* It is generally considered best practice to have 2 – 5 bullet points per experience
* It is acceptable to have bullet points that are one or two lines

**Skills**

* It is best practice to group your skills into themes
  + Examples of themes: Fabrication or Machining; Computer; Programming Languages; Certifications; Research Methodologies; Equipment
* Note for Computer Science Students: It is common practice for CS students to include skills directly beneath their education.

**Activities**

* This section is optional. It can be helpful to demonstrate your engagement outside of the classroom

**NAME**

email@umich.edu • Phone Number • Address

**OBJECTIVE or SUMMARY**

**EDUCATION**

**University of Michigan** **Ann Arbor, MI**

*Degree Graduation Date*

GPA: X.XX / 4.00

Coursework: 3 – 5 most relevant, unique, or advanced courses

**Educational Institution 2 (i.e. High School, Previous University, Study Abroad) City, ST/Country**

*Degree / Diploma / Study Abroad Program Name Date*

**WORK EXPERIENCE**

**Organization Name City, ST**

*Role Date - Date*

* Action, Context, Result
* Action, Context, Result
* Action, Context, Result

**PROJECT EXPERIENCE**

**Project Team / Organization / University Course City, ST**

*Role Date - Date*

* Action, Context, Result
* Action, Context, Result
* Action, Context, Result

**RESEARCH EXPERIENCE**

**Organization / Research Lab City, ST**

*Role Date - Date*

* Action, Context, Result
* Action, Context, Result
* Action, Context, Result

**LEADERSHIP EXPERIENCE**

**Organization City, ST**

*Role Date - Date*

* Action, Context, Result
* Action, Context, Result
* Action, Context, Result

**SKILLS**

*Theme 1:* Group each skill by theme (i.e. Computer Skills)

*Theme 2:* List the items that are associated with that skill (i.e. programming languages or applications)

*Theme 3:* Sample themes include: Computer, Fabrication, Research Techniques, Coursera Courses, etc…

**ACTIVITIES**

Organization 1 *Date – Date*

Organization 2 *Date – Date*

**STUDENT NAME**

(xxx) xxx-xxx, email@umich.edu

Street Address

City, ST Zip Code

**OBJECTIVE**

Optional

**EDUCATION**

**University of Michigan,** Ann Arbor, MI

*Bachelor of Science in Engineering* Graduation Date (Month, Year)

GPA: X.XX/4.00 (if available)

**High School,** City, ST

*Diploma; GPA: X.XX/4.00* Graduation Date (Month, Year)

**LEADERSHIP**

**Organization,** City, ST

*Role*            Date - Date

* Action, Context, Result
* Action, Context, Result
* Action, Context, Result

**EXPERIENCE**

**Organization,** City, ST

*Role* Date - Date

* Action, Context, Result
* Action, Context, Result
* Action, Context, Result

**Organization,** City, ST

*Role*               Date - Date

* Action, Context, Result
* Action, Context, Result

**ACTIVITIES**

**Organization,** City, ST

*Role*           Date - Date

* Action, Context, Result
* Action, Context, Result

**Organization,** City, ST

*Role*                       Date - Date

* Action, Context, Result
* Action, Context, Result
* Action, Context, Result

**SKILLS**

Skill 1, Skill 2, Skill 3, etc…