

YOUR NAME

College Town, CA 95616
530-999-9999

email20xx@mymail.net
Personalized LinkedIn URL

SUMMARY OF QUALIFICATIONS

- Paragraph or bullet statements summarizing key strengths that qualify you for the position.
- These may include your skills, experience, expertise, training, or professional traits.
- You can use 4-8 statements.

PROFESSIONAL EXPERIENCE

Expertise/Skill Area #1 (This should reflect a skill area that is relevant to the position for which you are applying)

- Add 3-6 [accomplishment statements](#) relevant to the job requirements, starting with an [action verb](#)

Expertise/Skill Area #2 (This should reflect a skill area that is relevant to the position for which you are applying)

- Add accomplishment statements, starting with an action verb

Expertise/Skill Area #3 (This should reflect a skill area that is relevant to the position for which you are applying)

- Add accomplishment statements, starting with an action verb

WORK HISTORY

Job title, organization/department, month and year employment (Most Recent Job First)

Job title, organization/department, month and year employment (Previous Position)

Job title, organization/department, month and year employment (Previous Position)

EDUCATION AND PROFESSIONAL DEVELOPMENT

Degree/ Major, School, City, State

Certifications, Licenses, and any special training can also go in this section, including classes, workshops, or training completed through UC Davis

“OTHER SECTIONS”

Other sections you may want to have on your resume include Technical Skills, Laboratory Skills, Volunteer or Campus Service, Honors and Awards, and/or Professional Affiliations