

Career Insiders has been certified by the City & County of SF as a Small - Local - Woman-owned enterprise.

RESUME TEMPLATE – RECENT COLLEGE GRADUATE

By Mauri Schwartz

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YOUR NAME1234 Your Street
San Francisco, CA 94100(415) 123-4567
firstname.lastname@gmail.com**SUMMARY OF QUALIFICATIONS**

- **Key Phrase** – 3 - 5 bullet points which demonstrate your key qualifications for a specific type of position... 1-2 lines long.
- **Key Phrase** – These will be the 3-5 characteristics about you that sell you to the reader. They should be targeted to the specific job or audience and should match their key requirements.
- **Key Phrase** – These should include specific accomplishments to illustrate the characteristics wherever possible.
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EDUCATION**MBA, Finance and Accounting**, Mills College, Oakland, CA – May 2013 *[for anticipated May 2014]*

- Dean's List 3 of 4 semesters
- Merit Scholarship

PROFESSIONAL EXPERIENCE**CURRENT (OR MOST RECENT) EMPLOYER, City, ST** mo/year to present
Current or Most Recent Position Title (year – present)

A two- to three- line overview of your essential role. A two- to three- line overview of your essential role. A two- to three- line overview of your essential role.

- An accomplishment illustrating a relevant skill – start with an action verb (present tense unless it involved a project which has been completed). 1-2 lines for each bullet item.
- Another accomplishment
- Another accomplishment
- 3-5 bullet points here for your current/most recent position

PREVIOUS EMPLOYER 1, City, ST mo/year to mo/year
Position Title

A two- to three- line overview of your essential role. A two- to three- line overview of your essential role. A two- to three- line overview of your essential role.

- An accomplishment illustrating a relevant skill – start with an action verb (past tense). 1-2 lines for each bullet item.
- Another accomplishment

ADDITIONAL INFORMATION**Professional Training/Certifications**

- 2-8 bullet points as appropriate ...
- ...

Professional Affiliations

- 2-8 bullet points as appropriate ...
- ...