

Your Name

Street Address, City or Town, State, Zip Code
Phone | Email | Personalized LinkedIn URL

EDUCATION

University of Pennsylvania, Graduate School of Education | Philadelphia, PA Expected May/August/December Year
M.S.Ed./M.Phil.Ed. Program Name
Title of Thesis/Capstone Project/etc. (if applicable)

Undergraduate College or University | City or Town, State Graduation Month Year
B.S./B.A./B.S.W./etc. Major(s), minor(s), concentration(s)

*TIP: Include cumulative GPA if 3.00 or above.
Consider including Major GPA, especially if it is higher than cumulative GPA.
Add Latin honors, too, if applicable.*

Study Abroad College or University (if applicable) | City or Town, Country Semester Year
Courses completed or Program Name

Community College (if applicable) | City or Town, State Graduation Month Year
A.S./A.A./A.A.S/etc. Major(s)

RELEVANT COURSEWORK (optional)

Course Title; Course Title; Course Title; Course Title (listed in priority order as they relate to the job)

TIP: List courses by title, omitting the number associated with the course

HONORS/AWARDS/SCHOLARSHIPS (optional)

Phi Beta Kappa • Honor Society Related to Major • Gates Millenium Scholar • Benjamin Gilman International Scholarship • American Association of University Women Book Award

*TIP: If you have significant related experience, consider creating two experience sections
(e.g., RELATED EXPERIENCE AND ADDITIONAL WORK EXPERIENCE)*

WORK EXPERIENCE

Organization Name, Job/Internship Title | City, State Month Year – Month Year

- List experiences in reverse chronological order starting with most recent
- Begin each bullet with a strong action verb ([access useful list on Penn Career Services website](#))
- Incorporate quantifying details to give scope and scale to your experience (e.g., Collaborated with team of 6 to investigate...)

Organization Name, Job/Internship Title | City, State Month Year – Month Year

- Communicate your experience in a succinct and organized format to highlight qualifications for the employer who may initially spend 6 seconds reading your resume
- Use keywords from the job description throughout the resume to tailor it to a specific job
- A two page resume is acceptable at the Master's level
- Be consistent with punctuation

Organization Name, Job/Internship Title | City, State Month Year – Month Year

- Insert specific, factual information and results (e.g., "Spearheaded 3 month project with 4 team members to...")
- Use the *Top Ten Reasons to Hire Me* exercise to assist you with this process
- There is no correct number of bullet points or number of lines for each bullet point
- Organize the bullet points in each experience in priority order as they relate to the job

LEADERSHIP EXPERIENCE

Group/Club/Team Name, Position/Title | City, State

Month Year – Month Year

- Highlight activities as employers appreciate well-rounded candidates
- Indicate your level of responsibility in leadership positions and quantify your results or outcomes when possible

Group/Club/Team Name, Position/Title | City, State

Month Year – Month Year

- Clarify if you have been involved in one or more activities for several years or have assumed greater levels of responsibility as part of organization

ADDITIONAL SKILLS

TIP: Include what would be applicable to job but not included elsewhere

Technical: Include technical skills that are relevant to the job

Language: Include languages you speak, understand, read, and/or write along with your proficiency level (e.g., beginner, basic, proficient, fluent)

INTERESTS *(optional)*

Interests show a bit of your personality; they can be used as conversation starters during an interview; know your audience and use interesting detail (e.g., Passion for cooking vegetarian cuisine, high-altitude mountain climbing, reading mystery novels)