

The following templates are offered to give you potential layouts for your resume. You are not required to use any one template based on your specific situation, these are merely possibilities to help you get started. We recommend that you have your resume draft reviewed by a Career Peer during drop-in hours, M-F 1:00-4:00 pm.

Templates included in this packet:

First Year Student
Transfer Student
Athletes
Resume with Greek Life
Business/UBP
Media/Journalism
Nursing
Sciences
Technical

A separate packet is available for students with Military Veteran experience or for those seeking Federal opportunities.

First-year Student

Your Name

Email address
Phone number

Street address
www.linkedin.com/in/yourlinkedinURL

Education

University of North Carolina at Chapel Hill

First Year Student, May 2021

West Charlotte High School, Charlotte, NC, May 2017

GPA: 4.5, Ranked in top 5% of class

Experience

YOUR TITLE, (*August 2017 - present*), Company Name, Chapel Hill, NC

- Begin each bullet with a skills-based action verb
- Be sure to quantify your accomplishments, not just describe tasks and responsibilities
- Avoid words like "Responsible For" or "Duties Include"

YOUR TITLE, (*August 2017 - present*), Company Name, Durham, NC

- Same as above
- More details
- More details

Leadership Experience

YOUR TITLE, (*August 2013 – August 2017*), Company Name, Rocky Mount, NC

- Same as above
- More details
- More details

YOUR TITLE, (*August 2016 - present*), Company Name, Chapel Hill, NC

- Same as above
- More details
- More details

Activities

UNC

- List Organizations you are a member of and dates

Name of High School

- List Organizations you are a member of and dates
- Additional groups, clubs or sports and dates

Skills

Computer and language, other

Transfer Student

Your Name

Phone: (516) 463-0000 | youremail@pride.hofstra.edu | www.youronlinesite.com
123 Your Address, Hempstead, NY 11549

EDUCATION

University of North Carolina at Chapel Hill

B.A. Psychology, Second Major: Management & Society
GPA: 3.3

May 20XX

Transfer University/College Name

Number of Completed credits
GPA:

20XX – 20XX

HONORS/ACADEMIC AWARDS

- Be sure to provide context which states why you received the noted award
- Monetary awards may include the amount received

ACTIVISIM/VOLUNTEERISM/LEADERSHIP EXPERIENCE

Organization/Company Name, City State

Fall 20XX – Present

Position

- Begin each bullet with a skills-based action verb that illuminates a transferrable skill
- Be sure to quantify your accomplishments or state the result(s) of your completion of the noted task or responsibility
- Avoid only describing tasks and responsibilities

Organization/Company Name, City State

Fall 20XX – Present

Position

- Begin each bullet with a skills-based action verb that illuminates a transferrable skill
- Be sure to quantify your accomplishments or state the result(s) of your completion of the noted task or responsibility
- Avoid only describing tasks and responsibilities

WORK EXPERIENCE

Organization/Company Name, City State

Fall 20XX – Present

Position

- Begin each bullet with a skills-based action verb that illuminates a transferrable skill
- Be sure to quantify your accomplishments or state the result(s) of your completion of the noted task or responsibility
- Avoid only describing tasks and responsibilities

Organization/Company Name, City State

Fall 20XX – Present

Position

- Begin each bullet with a skills-based action verb that illuminates a transferrable skill
- Be sure to quantify your accomplishments or state the result(s) of your completion of the noted task or responsibility
- Avoid only describing tasks and responsibilities

SKILLS

Computer, language, other certifications

Athlete

Your name

919-123-4567 | yourname@unc.edu | 123 Your Address | Chapel Hill, NC 27599

EDUCATION

University of North Carolina at Chapel Hill

May 20XX

Bachelor of (Arts or Science): Title of degree

(Minor: Title of minor)

GPA: X.XX

RELATED COURSEWORK

Title of Course

- Start with action verb that describes coursework or course project

EXPERIENCE

Company Name

Dates

Position title

Location

- Start bullet points with action verbs
- Describe your accomplishments
- Quantify when necessary

Company Name

Dates

Position title

Location

- Start bullet points with action verbs
- Describe your accomplishments
- Quantify when necessary

ATHLETIC EXPERIENCE

University of North Carolina Name of Sports Team

Dates

Position on team

- Balance 20+ hours a week of training and competition with a full academic course load
- Describe your contribution to the team and accomplishments
- Describe your communication, problem solving, and analysis skills

LEADERSHIP EXPERIENCE

Richard A. Baddour Carolina Leadership Academy

Rising Stars

Dates

- Describe your activities and start with action verbs

CREED

Dates

- Describe your activities and start with action verbs

Name of organization

Dates

Position title

Location

- Start bullet points with action verbs
- Describe your accomplishments

ACTIVITIES

Name of organization, Location

Dates

- Describe your activities and start with action verbs

SKILLS

List computer skills and/or language skills

Greek

Your Name

email@live.unc.edu
(919) 962-5555

School Address

102 South St.
Chapel Hill, North Carolina 22514

Home Address

199 Guide Rd.
Louisburg, North Carolina 27549

EDUCATION **University of North Carolina at Chapel Hill**

Bachelor of Arts, major, May 20XX
Minor in xxx
Major GPA x.x Overall GPA x.x

HONORS Be sure to provide context which states why you received the noted award
Monetary awards may include the amount received

LEADERSHIP **Fraternity/Sorority Name**, University of North Carolina, Chapel Hill

EXPERIENCE *Role* April 20XX - Present

- Begin each bullet with a skills-based action verb
- Be sure to quantify your accomplishments or state the result(s) of your completion of the noted task or responsibility
- Avoid only describing tasks and responsibilities

Role April 20XX - Present

- Begin each bullet with a skills-based action verb
- Be sure to quantify your accomplishments or state the result(s) of your completion of the noted task or responsibility
- Avoid only describing tasks and responsibilities

Organization, University of North Carolina, Chapel Hill August 20XX - May 20XX

- Role*
- Begin each bullet with a skills-based action verb
 - Be sure to quantify your accomplishments or state the result(s) of your completion of the noted task or responsibility
 - Avoid only describing tasks and responsibilities

RELATED **Company/Organization**, City, ST

Summer 20XX

- EXPERIENCE** *Role*
- Begin each bullet with a skills-based action verb
 - Be sure to quantify your accomplishments or state the result(s) of your completion of the noted task or responsibility
 - Avoid only describing tasks and responsibilities

Company/Organization, City, ST Summer 20XX

- Role*
- Begin each bullet with a skills-based action verb
 - Be sure to quantify your accomplishments or state the result(s) of your completion of the noted task or responsibility
 - Avoid only describing tasks and responsibilities

Company/Organization, City, ST Summer 20XX

- Role*
- Begin each bullet with a skills-based action verb
 - Be sure to quantify your accomplishments or state the result(s) of your completion of the noted task or responsibility
 - Avoid only describing tasks and responsibilities

COMMUNITY **Organization**, *Title*, City, ST

20XX - Present

SERVICE **Organization**, *Title*, City, ST

20XX - Present

Organization, *Title*, City, ST

20XX - 20XX

SKILLS This section can include foreign languages, computer skills and social media

UBP Required Template

FIRST NAME I. LAST NAME

FirstName_LastName@unc.edu
(Area Code) Phone-Number
LinkedIn URL (Optional)

EDUCATION

UNIVERSITY OF NORTH CAROLINA at Chapel Hill

May 20xx

Pre-Business Studies, GPA #.## [Optional, only if 3.00 or higher]

- Scholarship(s)/Activities/Achievement(s)/Honor(s)
- Other possible info to include: Study Abroad, International Experience and/or Relevant Coursework

EXPERIENCE

COMPANY NAME – City, State [abbreviated e.g. NC] or City, Country [if non-US location]

Month 20xx- Month 20xx

Optional, company descriptors are in italics to describe unfamiliar companies. Keep to 1 line

Job Title

- In this section include bulleted accomplishment statements, which provide examples of times you have successfully used the skills employers are seeking
- Consider the following questions to help you create more effective bullet points: What was the result/outcome of your work? What were your accomplishments? How did you help the organization? What skills/knowledge did you enhance? How does this experience relate to your internship/employment goal?
- Begin bullets with a variety of verbs to avoid repetition (e.g. Led, Directed, Supervised)
- Open resume bullets with direct action verbs and AVOID “Responsible” or “Assisted”
- Use Times New Roman font; font sizes: Name, 16; Major Section Headings, 12; Text: 10.5

COMPANY NAME – City, State [abbreviated e.g. NC] or City, Country [if non-US location]

Month 20xx- Month 20xx

Optional, company descriptors are in italics to describe unfamiliar companies. Keep to 1 line

Job Title

- Avoid resume bullets with 1-2 words on the 2nd line
- Do not adjust margins or spacing between lines; keep to one-page maximum for on-campus resume
- Remove any hyperlinks to your email or LinkedIn profile
- Remove grammar or spelling underlines in MS Word and create .doc(x) and .pdf versions
- Save your resume file as “First Name Last Name Resume Date” (ex: John Doe Resume 7-12-16)

COMPANY NAME – City, State [abbreviated e.g. NC] or City, Country [if non-US location]

Month 20xx- Month 20xx

Optional, company descriptors are in italics to describe unfamiliar companies. Keep to 1 line

Job Title

- Include 1 high school internship/project only if it DIRECTLY relates to your target career goals
- Avoid multiple sentences in a single bullet point; the semi-colon is your friend
- Do not use a period at the end of your bullet points

LEADERSHIP AND COMMUNITY INVOLVEMENT

ORGANIZATION NAME, Title, City, State

Month 20xx- Month 20xx

- Positions within this section should be formatted like previous experience sections, but may or may not include bullet points
- In an additional experience section, you can include work experiences that may not be directly related to the job you are applying to, but add to your credibility by exemplifying a progressive work history

ORGANIZATION NAME, Title, City, State

Month 20xx- Month 20xx

- Numbers: K=thousands, M=millions, B=billions, +=more than [e.g. \$50M+], <less than [e.g. <2%], sf=square feet
- All numbers should be digits, not words [e.g. 8, not eight]

ADDITIONAL INFORMATION

- Use this section to include information like language abilities, technology skills beyond MS Office, coding languages
- US permanent work authorization [only for international students with the right to work in the US]
- *Optional*: List hobbies and interest to use as an ice breaker

Media/Journalism

Your Name

(919) 999-9999 | youremail@unc.edu | linkedin.com/in/yourURL (or other relevant e-portfolio)

EDUCATION

University of North Carolina at Chapel Hill

Bachelor of Arts in Media and Journalism – (add concentration here)

May 20XX (your graduation date)

GPA: (suggested if above 3.0)

Honors: Example: Dean’s List 2 semesters

Related Courses: Option to add related courses here

RELATED PROJECT WORK

Course/project name

Fall 20XX – Present (dates in reverse chronological order)

- Example: Use Adobe Photoshop, Flash, ActionScript, and Dreamweaver to create interactive websites
- Begin each bullet with a skills-based action verb that illuminates a transferrable skill
- Be sure to quantify your accomplishments or state the result(s) of your completion of the noted task or responsibility
- Avoid only describing tasks and responsibilities

RELATED EXPERIENCE (can be paid or unpaid)

Organization Name, City State

Fall 20XX – Present

Position

- Begin each bullet with a skills-based action verb that illuminates a transferrable skill
- Be sure to quantify your accomplishments or state the result(s) of your completion of the noted task or responsibility
- Avoid only describing tasks and responsibilities

Organization Name, City State

Fall 20XX – Present

Position

- Begin each bullet with a skills-based action verb that illuminates a transferrable skill
- Be sure to quantify your accomplishments or state the result(s) of your completion of the noted task or responsibility
- Avoid only describing tasks and responsibilities

ADDITIONAL EXPERIENCE

Organization/Company Name, City State

Fall 20XX – Present

Position

- Begin each bullet with a skills-based action verb that illuminates a transferrable skill
- Be sure to quantify your accomplishments or state the result(s) of your completion of the noted task or responsibility
- Highlight transferrable skills relevant to the position

STUDENT ORGANIZATION INVOLVEMENT (or options like Leadership Experience, Volunteer Experience, etc.)

Organization/Company Name, City State

Fall 20XX – Present

Position

- Begin each bullet with a skills-based action verb that illuminates a transferrable skill
- Be sure to quantify your accomplishments or state the result(s) of your completion of the noted task or responsibility
- Avoid only describing tasks and responsibilities

SKILLS

Computer skills, language, other certifications

Example: SQL, Dreamweaver, Adobe Creative Suite, Twitter, Facebook

Nursing

Your Name

12 Franklin St, Chapel Hill, NC 27514
(919) 555-2357
yourname@live.unc.edu

EDUCATION

University of North Carolina at Chapel Hill

B.S. Nursing, May 20XX
GPA 3.2

CERTIFICATIONS/LICENSURE

Basic Life Support Certification (November 20XX)
North Carolina Certified Nursing Assistant II (February 20XX)

CLINICAL EXPERIENCE

Department or Unit Name, Hospital Name, Location, Fall or Spring 20XX

Department or Unit Name, Hospital Name, Location, Fall or Spring 20XX

Department or Unit Name, Hospital Name, Location, Fall or Spring 20XX

WORK EXPERIENCE

Title, Company Name, Location, September 20XX-May 20XX

- Start each bullet point with an action verb and add detail to share your skills (you can do this by sharing how you did the task, what was the purpose of the task, who was your audience, or what was the result)
- Be sure to focus on skills, not just duties or responsibilities
- If experience is in a non-nursing setting, focus on transferrable skills related to nursing
- More details
- More details

Title, Company Name, Location, June 20XX-August 20XX

- Start each bullet point with an action verb and add detail to share your skills (you can do this by sharing how you did the task, what was the purpose of the task, who was your audience, or what was the result)
- Be sure to focus on skills, not just duties or responsibilities
- If experience is in a non-nursing setting, focus on transferrable skills related to nursing
- More details
- More details

VOLUNTEER EXPERIENCE

Company Name, Location, February 20XX-May 20XX

Company Name, Location, October 20XX-December 20XX

ACTIVITIES

Association of Nursing Students, UNC Chapel Hill
Vegetarian Society, UNC Chapel Hill

SKILLS

Technical: Medical Software (example: EPIC), Computer skills

Language: Indicate skill level, List knowledge of medical terminology in another language (if any)

Science

Your Name

Email address
Phone number

Street address
www.linkedin.com/in/yourlinkedinURL

Education

University of North Carolina at Chapel Hill

B.S. Major(s), Minor(s)

Honor(s): -

Overall GPA: -, Major GPA: -

Relevant Coursework

Course 1, Course 2, Course 3, etc. (include lab courses when applying for research positions)

Related Experience

YOUR TITLE, (*August 2013 - present*), Company Name, City, State

- Begin each bullet with a skills-based action verb
- Be sure to quantify your accomplishments, not just describe tasks and responsibilities
- More details
- More details

YOUR TITLE, (*August 2013 - present*), Company Name, City, State

- Begin each bullet with a skills-based action verb
- Be sure to quantify your accomplishments, not just describe tasks and responsibilities
- More details
- More details

YOUR TITLE, (*August 2013 - present*), Company Name, City, State

- Begin each bullet with a skills-based action verb
- Be sure to quantify your accomplishments, not just describe tasks and responsibilities
- More details
- More details

Additional Experience and Activities

YOUR TITLE, (*August 2013 - present*), Organization, City, State

- Begin each bullet with a skills-based action verb
- Be sure to quantify your accomplishments, not just describe tasks and responsibilities
- More details

YOUR TITLE, (*August 2013 - present*), Organization, City, State

- Begin each bullet with a skills-based action verb
- Be sure to quantify your accomplishments, not just describe tasks and responsibilities
- More details

Skills

Lab skills (whether from labs, internships, or other research experience), computer, technical, language, etc.

Technical

JULIA MATHERS

100 Jones Road, Carrboro, NC 27510 / 919.525.3698 / jmathers@unc.edu / Include personal website or GitHub

EDUCATION

University of North Carolina at Chapel Hill

May 20XX

Bachelor of Science in Computer Science, Minor in Economics

(GPA typically included if over a 3.0)

Major GPA: X.XX, Dean's List X semesters, Honors Carolina

Relevant Coursework: Programming Languages, Data Structures, Advanced WWW Programming

RELATED EXPERIENCE

Financial Network Services- Sydney, Australia

Use bold to highlight specific skills

Summer 20XX

Unix Administrator Assistant

- Operated **Unix Hp/Ux 11i** in the transferring of files between development and testing regions
- Led team of 4 to configure notebooks and install multilingual software for 6 overseas consultants
- Created user accounts and set permissions and passwords with **UNIX - SCO**
- Performed hardware maintenance, technical support, and software research to meet high customer demand

PROJECT EXPERIENCE

Use bullets that begin with action verbs; focus on outcomes and results; quantify when possible

Reaction Tester

February 20XX

Personal Project

- Created a mini-game to measure people's reaction time using **HTML, CSS, and JavaScript**

Name Game Generator

January 20XX

Personal Project

- Created a **Java** program to generate rhymes to go with any name based on the 1960s song "The Name Game"

Orange County Humane Society- Chapel Hill, NC

January 20XX – May 20XX

Systems Analysis and Design Class

- Collaborated on a team of 3 to develop a database and website that allowed viewing of available animals and tracked their adoption
- Used **Visual Basic** to establish a new user interface for the website and Incorporated **Java, HTML, and Flash** into interactive website; Website Link: www.aahumane.gov
- Communicated regularly with clients to identify technological needs and challenges and update on the progress

ACTIVITIES

Pi Kappa Alpha Fraternity, Alpha Mu Chapter- Athens, GA

September 20XX - Present

Risk Manager

- Regulate and ensure the compliance of campus and chapter safety rules and regulations for 85 members
- Handle regulation violations and distribute appropriate sanctions

Pearl Hack, UNC Chapel Hill

February 20XX

"Lecture Gauge" Team Member

- Collaborated on a team of students from 5 different universities to create a web application to increase communication between students and professors during lectures.
- Created front-end using **HTML, CSS, and JavaScript**

TECHNICAL SKILLS

Programming Languages: Visual Basic, SQL, C, C++, Java

Operating Systems: Windows NT/ 2000/ XP/ Vista, Linux, Unix

Database: SQL Server, MS Access, Oracle

Internet: ASP, VB Script, JavaScript, HTML, XML, Dreamweaver, ASP.NET, Java Server, Perl

Software: JCL, SQL, DB2, MS Visio, MS FrontPage