Ⓐ Contact Information

- Name (large and bold)
- City/State (current or permanent location where you are applying)
- Links (LinkedIn profile, portfolio, or website (if applicable and updated)

Ⓑ Summary Section

- Brief statements (3-5) showing how you match employer/industry requirements
- Highlight relevant traits, experiences, skills, and achievements
- Describe what you bring to the role, including context for career changes if applicable

Ⓒ Education Section

- Degree & Major (Program of Study)
- Include additional education (degrees, certificates, diplomas)
- Include high school coursework if relevant to position/industry
- Use bullet points for awards, scholarships, GPA, etc.
- Add GPA only if 3.5 or higher
- Graduation or completion date

Ⓓ Certifications Section

- Relevant and industry-specific
- (Do not include if expired)
- Include month and year earned

Ⓔ Skills Section

- DO NOT include human/soft skills
- May not be needed if your field requires a specific certification or license signifying necessary skills

---

STUDENT NAME Ⓐ

Raleigh, NC
(919)123-4567
name@my.waketech.edu
Web links if applicable

SUMMARY Ⓑ

Who you are, what value do your offer, what's your experience?

EDUCATION Ⓒ

Wake Technical Community College, Raleigh, NC   **Anticipated May 2024**
Associate in Applied Science: _____ (Program of Study)   *insert date expected,*
Associate in: _____ (Arts, Fine Arts, Science, or Engineering)
Certificate: _____   *not duration*
Diploma: _____

- GPA Optional (3.5 or higher)
- Honors, Scholarships

CERTIFICATIONS (OR LICENSES) Ⓓ

Title, Organization

SKILLS Ⓔ

- relevant hard skills, tangible activities   May 20XX - present
- software or technical skills
- languages (foreign or programming)

EXPERIENCE Ⓕ

Position title   January 20XX - May 20XX
Business, City, State

- Create bullets for each impact/action/result statement using strong action verbs, highlighting your work, transferable skills, and achievements
- DO NOT write in paragraph form, DO NOT use phrases like "responsible for" or "duties include", DO NOT use pronouns like "I, me, my"
- Consider demonstrating human/soft skills like customer service/satisfaction, communication, collaboration, and leadership
- Limited or no experience? Provide 1-2 school projects, group work, or research from your courses that can show your industry skills

PROFESSIONAL AFFILIATIONS AND COLLEGE ACTIVITIES

Any professional/relevant organizations, college activities/clubs/organizations, etc.

COMMUNITY INVOLVEMENT

If applicable, keep it relevant.

Ⓕ Experience Section

- List in reverse chronological order, or most recent
- Position title, Company/Organization name, City, State
- Dates of employment/involvement
- Include 3-5 bullet points per experience
- Use numbers/metrics to quantify information when possible

Other Sections

- Include other sections (military, internship, volunteer experience, etc.) if applicable and relevant
- Meet with a Career Coach to discuss the ideal section order based on your experience and targeted position

Formatting Guidelines

- No templates. Create using Word or Google document.
- Length is 1 page, or 2 pages if enough relevant information
- Simple, readable, consistent format and font type (Calibri, Arial, Cambria, Times New Roman, Aptos)
- NAME and SECTIONS headings in bold and ALL CAPS (14-18 pt)
- Body text (11-12 pt font)
- Solid, round bullets only
- Reverse chronological order by date in each section
- Narrow (0.5) to Normal (1.0) margins
- DO NOT include or refer to references

For personal assistance or additional questions, please contact Career Services
www.careerservices.waketech.edu

WAKE TECH
CAREER SERVICES