

# Your Name

Street Address • City, State, Zip • Telephone number • E-mail

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## EDUCATION

University of California, Santa Cruz  
Master of Science in Applied Economics and Finance

Santa Cruz, CA  
Expected June 2017  
Current GPA

- List any honors or awards
- Thesis or special project title can be listed here

Related Course Work (Add left tabs at 4 1/4 and 4 1/2)

- Course Name
- Course Name
- Course Name
- Course Name

List Undergraduate College or University  
Degree

City, State  
Date Received

- Related awards or honors can be mentioned here

## RELATED EXPERIENCE

Name of Company  
Title

City, State  
Dates

- Information about what you did and accomplished
- Start each phrase with action words
- If job is current use present tense - If job is over use past tense

Name of Company (Don't forget academic experience)  
Title

City, State  
Dates

- What you did for company or client
- More information about what you did

Prior Title (if you have held two different positions at the same company)

Dates

## ADDITIONAL EXPERIENCE

Name of Company  
Title

City, State  
Dates

Name of Company  
Title

City, State  
Dates

## ACTIVITIES

- List extracurricular activities and volunteer work here

## SKILLS

Computer: Knowledge of PC and Macintosh formats: Word, Excel, PowerPoint, Dreamweaver, FileMaker Pro  
Languages: Fluent in Chinese, basic knowledge of French

## HONORS AND AWARDS

- List any relevant honors or awards

**SAMPLE RESUME #2 – Optional format for people with extensive full time experience**

# Your Name

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## QUALIFICATIONS

- Eighteen years of varied industry experience in senior level corporate communications
- Demonstrated management leadership ability with staff and budgets
- Sole spokesperson, lobbyist, and avenue of last resort for internal and external conflict resolution
- Possess strong resilient sense of confidence
- Superior written, verbal and interpersonal communication skills
- Provide strategy, counsel and guidance to CEO and senior management

## PROFESSIONAL EXPERIENCE

Name of Company City, State  
Title Dates

- Information about what you did and accomplished
- Start each phrase with action words
- If job is current use present tense - If job is over use past tense
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Name of Company City, State  
Title Dates

- What you did for company or client
- More information about what you did
- 

Prior Title (if you have held two different positions at the same company) Dates

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Name of Company City, State  
Title Dates

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Name of Company City, State  
Title Dates

- 
- 

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