

# GRAD SCHOOL RESUME

**Focus: Academic  
Achievement +  
Experience**

Schedule a  
resume  
review via  
Handshake

## HEADING

- Name (large, bold at top)
- Contact Info: Phone, Email, City + ZIP
- Optional: Portfolio/LinkedIn

## EDUCATION

- University name, city/state
- Degree + expected graduation date
- GPA

## EXPERIENCE

- Internships, volunteering, relevant work

## HONORS/AWARDS

- Include academic or extracurricular

## SKILLS

- Emphasize academic or research strengths

**\*\*Keep formatting consistent**  
**\*\*Use action verbs + quantifiable results**  
**\*\*Proofread for grammar and clarity**

# EMPLOYER RESUME

**Focus: Skills +  
Experience**

**\*\*Keep formatting  
consistent**  
**\*\*Use action verbs +  
quantifiable results**  
**\*\*Proofread for  
grammar and clarity**

## HEADING

- Name (large, bold at top)
- Contact Info: Phone, Email, City + ZIP
- Optional: Portfolio/LinkedIn

## SUMMARY OR OBJECTIVE

- **Optional**
- Summary: Brief overview of skills + experience
- Objective: Ideal for those with limited work history

## EDUCATION

- University name, city/state
- Degree + expected graduation date
- GPA (only if 3.8+)

## EXPERIENCE

- List most recent first
- Include: Title, Company, City/State, Dates
- Use 3–5 bullet points with achievements/results

## SKILLS

- Tailor to the job
- Use keywords