Name
Contact Information – phone, email, LinkedIn (if complete)

Professional Summary
Use this space to share 2-4 sentences that state relevant information such as your strongest skills, values, professional interests, career goals, and education relevant to your career goals.

Education
Indiana Institute of Technology (complete name – not abbreviated)   Completion Date
Credential (full degree – not abbreviated)   City, State

Relevant Coursework (optional – if applicable)
Optional section to highlight courses – choose to list 4-6 courses from your major to demonstrate industry knowledge.
Course Name: summary of outcomes from the class (i.e., skills gained)

Key Skills (optional – if applicable)
Optional section usually found on combination resumes and can be helpful for career changers. Skills can be organized in defined clusters that most support your job objective.

Technical Skills (optional – if applicable)
Optional section to highlight software, programming languages, industry knowledge & use of relevant programs – especially if listed on the posting.

Projects (optional – if applicable)
Optional section to highlight projects connected to the desired industry. Can be formatted like the Experience section if preferred.
Project Name: summary of skills, roles, knowledge, and outcomes from the project

Experience
Organization (skill-building experience – list most recent first)   Dates (month & year)
Job Title   City, State
- Demonstration of relevant skill 1 – what you did, how you did it, & what it accomplished (or goal/purpose)
- Demonstration of relevant skill 2 – what you did, how you did it, & what it accomplished (or goal/purpose)
- Demonstration of relevant skill 3 – what you did, how you did it, & what it accomplished (or goal/purpose)

Leadership, Honors, & Activities
Student Club, Leadership Position   Dates
Sports Team, Leadership Position   Dates
Formal Title of Scholarship   Dates
Award or honor from university experience   Date
List languages and level of fluency (include native language) (if bilingual & fluent)