**NAME**

Phone Number | Email

Address | LinkedIn, GitHub, or Person Website

**EDUCATION**

**University of Vermont (UVM)**, Burlington, VT Expected Graduation: Month Year

*Bachelor of Science in XYZ GPA: If above a 3.0*

*Minor: XYZ*

* **Related Courses:** List courses relevant to the position. If there is an important assignment/project to highlight, put that in the relevant projects instead.
* (Ex. Section) **Honors & Awards:** Dean’s List Fall 2019-Spring 2022, Presidential Scholar Recipient

**TECHNICAL SKILLS** (Or: Programming Languages, Laboratory Skills, etc. depending on your skillsets.)

* List skills (by most to least proficient)
* MATLAB
* Ex. Python
* Java
* SolidWorks
* Microsoft Office: Excel, Word

**RELEVANT PROJECTS** (List sections by importance ie. move sections higher or lower if it’s relevant to what you are applying to & remain consistent with formatting between sections).

**Project Name,** Burlington, VT Date – Date

*Course Name:*

* Provide a full description of what you did and what you accomplished within this project, and relate it to the work you would be doing for their company

**RELATED EXPERIENCES** (This can be work, research, student organizations, volunteering, internship etc. in reverse chronological order by date)

**Name of Organization,** Burlington, VT Date – Date *Job/Volunteer Title*

* Bullet Point Formula: Action Verb + Skill, Task, Accomplishment You Want to Highlight + Outcome/Impact/Result
* Tip 1: Start the sentence with a strong verb. See our “Verb List” on the CEMS Career Website.
* Tip 2: Be specific and quantify, ex. “Managed budget of $6,000”.
* Tip 3: Tailor the experiences/skills you gained to the opportunity you are applying for.

**American Institute of Aeronautics and Astronautics,** Burlington, VT September 2021 – Present

 *Student Organization Member*

* Collaborate on a team of 28 students to create a scaled down NASA Mars Curiosity Rover, a 6” FPV Drone, model rockets, and weather balloons
* Gain field and industry knowledge through touring local aerospace companies, hosting guest speakers, and attending aerospace conferences
* Designed a base on Mars’ moon Phobos for an AIAA sponsored competition and earned 2nd place

**ADDITIONAL EXPERIENCE** (or Work Experience or Volunteer and Leadership Activities)

**Name of Company,** Town, State Date – Date

*Title*

* In the additional, work, extracurricular, or volunteer section(s), because they are not directly related, highlight the transferable skills gained from these positions. See examples below.

**The Best Restaurant,** Boston, MA May 2021 – August 2021

*Server*

* Provided excellent customer service to 100+ members daily in a large scale, fast-paced environment while effectively communicating with kitchen staff through a POS system