

[First and Last Name]

[Phone Number] | [Professional Email Address] | [Optional: LinkedIn/Portfolio URL] | City State

EDUCATION

North Shore Community College

Danvers, MA

Associates of [xx] in [Major], or Certificate

[Month and Year of Graduation]

- (Optional) **GPA:** [xx]
- **Relevant Coursework:** [Any upper-level courses relevant to your major/field]

***If relevant include:**

Anticipate Transfer for Bachelor of Science in Mechanical Engineering 2026

WORK EXPERIENCE

[Company Name]

[City], [State/Country]

[Position Title]

[Start Date]–[End Date]

- Follow the formula: Action verb + what I did/skills used = results I achieved
- Utilize a minimum of 2-3 bullet point accomplishment statements per experience
- Experiences may include jobs, internships, leadership, service, research, projects, and more; you may have multiple experience sections or combine experiences into one section
- Quantify results when possible

INTERNSHIP EXPERIENCE

[Company Name]

[City], [State/Country]

[Position Title]

[Start Date]–[End Date]

- Utilize industry keywords that may also be found in the job description
- Use present tense verbs for current experiences and past tense verbs for past experiences
- Do not use periods at the end of bullet point accomplishment statements

VOLUNTEER EXPERIENCE

[Company Name]

[City], [State/Country]

[Volunteer]

[Start Date]–[End Date]

- Utilize the same formatting you would for work or an internship experience

EXTRACURRICULAR ACTIVITIES

[Student Organization Name]

[City], [State/Country]

[Position Title]

[Start Date]–[End Date]

- Action verb + what I did/skills I used = results I achieved
- Action verb + what I did/skills I used = results I achieved

(OPTIONAL) RELEVANT CLASSWORK

[Class Project]

[Course Name]

[City], [State/Country]

[Start Date] – [End Date]

- Action verb + what I did/skills I used = results I achieved
- Action verb + what I did/skills I used = results I achieved

AWARDS

- Add awards you have received (Dean's List, merit based scholarships, etc.)

SKILLS & CERTIFICATIONS

Languages: Fluent in [xx]; Conversational in [xx]

Computer or Technical Skills: [List any programming languages and level of proficiency]

Certifications & Training: [Any extra courses, programs, or certifications that are relevant]