**YOUR NAME**

SoB Resume Template

City, State, Zip Code | Phone Number | Email Address | LinkedIn (if it’s done!)

**OBJECTIVE**

Whether or not you put an objective statement is up to you – but it doesn’t serve a purpose unless it tells the reader something really critical and unique you bring to the job – better to use the space on your resume to more accurately describe your skills!

**EDUCATION**

**New Jersey City University Jersey City, NJ**

Bachelor of Science in Business GPA: \*only include if above 3.0 Expected May 2024

Major:

*You can include additional things on this line like honors related to your degree*

**Hudson Community College Jersey City, NJ**

Associate of Science in Business GPA May 2022

**HONORS/AWARDS**

List honors or awards that are things beyond Dean’s list in this section – this should be focused on your college level work only

**RELEVANT COURSEWORK** (*list the names of courses that may be related to the job or internship, primarily in your major – do not list general courses unless they relate to the job)*

Accounting | Management | Digital Marketing *(you don’t need to list the course # - just the name!)*

**EXPERIENCE**

**Name of the company CITY STATE**

Your title Month/year- Month/year worked

* ACTION + RESULT statements should be used for each bullet point to describe the work that you’ve done for the organization
* Start each statement with something you did (ACTION), and then something that happened as a RESULT of what you did
* The most important things you’ve done should be in the 1st two bullet points for each experience
* Experiences can be jobs/internships/part-time work etc.
* Think about what you did that had the most impact
* Use #’s %’s and $’s to quantify what you did

**Name of the company CITY STATE**

Your title Month/year- Month/year worked

* Repeat this with each job you’ve work at
* Try to focus on the things you did that might be helpful at new job
* Use their job description as a guide for what the employer is looking for

**ACTIVITIES OR ORGANIZATIONS** *(list student orgs/activities you are part of – you can format this section more like the “EXPERIENCE” section if you’d like to include more details about each role)*

Name of the Org, Your role *(Member, President, Co-chair etc )* Month/Year-Month/Year

Name of the Org Your role *(Member, President, Co-chair etc)* Month/Year-Month/Year

Name of the Org Your role *(Member, President, Co-chair etc)* Month/Year-Month/Year

**SKILLS**

Technical: List computer skills (especially focus on ones that are needed for the role)

Languages: If you speak a language other than English include that here

**FIRST NAME LAST NAME**

STEM Template 1

City, State | (Pho)ne-number | professionalemail@emailaddress.com

www.linkedin.com/in/yourlinkedinURL

**EDUCATION**

**New Jersey City University**, Jersey City, NJ Expected December 2025

*Bachelor of Science, Biology*

* GPA: 3.9
* Relevant Coursework: Principles of Biology II, Cell Biology, Genetics 4, Ecology
* Honors & Awards: Presidential Scholarship, National English Honor Society, Dean’s List Spring 2022–Present

**RESEARCH EXPERIENCE**

**Undergraduate Summer Internship Program at New Jersey City University,** Jersey City, NJ

*Research Intern* Summer 2023

* Summary of project responsibilities and learning outcomes and include name of project— Begin each bullet point with an action verb and use STAR Method or What, How, Why Method.
* Begin each bullet point with an action verb and use STAR Method or What, How, Why Method.
* Begin each bullet point with an action verb and use STAR Method or What, How, Why Method.

**WORK EXPERIENCE**

**Office of Admissions at New Jersey City University**, Jersey City, NJ

* *Admissions Ambassador*  October 2023 – Present
* If there was a promotion or job change you will want to list the most recent position at the top, along with the inputs/outputs/outcomes that were involved.
* Begin bullet points with an action verb and use STAR Method or What, How, Why Method.

*Front Desk Assistant* September 2021 - October 2023

* Begin bullet points with an action verb and use STAR Method or What, How, Why Method.
* Begin bullet points with an action verb and use STAR Method or What, How, Why Method.

**Foot Locker,** Paramus, NJ

*Sales Associate* January 2020 – August 2022

* Begin bullet points with an action verb and use STAR Method or What, How, Why Method.
* Begin bullet points with an action verb and use STAR Method or What, How, Why Method.
* Begin bullet points with an action verb and use STAR Method or What, How, Why Method.

**ACTIVITIES**

**Biology Club at New Jersey City University,** Jersey City, NJ

*Member* January 2021 – Present

* Describe your duties and involvement as a member (i.e. attending and assisting with specific events, collaborating with fellow Biology students, etc.).
* Be sure to communicate what you learned and gained by being involved in an on-campus organization.
* Begin each bullet point with an action verb and create a well-thought-out statement using the What, How, Why Method.

**SKILLS**

* Laboratory: SDS-PAGE, Electrophoresis, Amino acid analysis, PCR/Cloning, Spectrophotometry, DNA/Extraction/Quantification, ELISA, Computer Data Analysis, GC-MS
* Technical: Microsoft Office, Google Workspace, Adobe InDesign

**LANGUAGES**

Fluent in Spanish

**FIRST NAME LAST NAME**

Computer Science Template

City, STATE | (Pho)ne-number | professionalemail@emailaddress.com

www.linkedin.com/in/yourlinkedinURL | github.com/yourURL

**EDUCATION**

**New Jersey City University**, Jersey City, NJ May 2025

*Bachelor of Science, Computer Science*

* GPA: 3.9
* Relevant Coursework: Computer Science I & II, Computers and Information Technology, Computers Tools for Science and Math, Computers Tools for Science and Math, Data Structures
* Honors & Awards: Presidential Scholarship, Dean’s List Fall 2023–Present

**SKILLS**

HTML, Python, Java, Git, LaTeX, Microsoft Office, Google Workspace

**EXPERIENCE**

**Undergraduate Summer Internship Program at New Jersey City University,** Jersey City, NJ

*Research Intern* Summer 2024

* Begin each bullet point with an action verb and create a well-thought-out statement using the What, How, Why Method.
* Provide a summary of the project and why you are conducting this specific research—include name of project.
* Provide evidence of your technical skills by describing the experiments and tasks that you performed; try to quantify the results, outcomes, or impact that you achieved.

**Starbucks,** Paramus, NJ

*Barista* January 2021 – August 2023

* Begin each bullet point with an action verb and create a well-thought-out statement using the What, How, Why Method.
* Begin each bullet point with an action verb and create a well-thought-out statement using the What, How, Why Method.
* Begin each bullet point with an action verb and create a well-thought-out statement using the What, How, Why Method.

**PROJECTS**

* **Adventure Game:** Created a simple adventure game in Python for players to go through a simple storyline and with challenges such as rock paper scissors, dice rolling, number guessing, and a battle phase.
* **Travel Blog:** Utilized Python, HTML, and CSS to design and code a personal blogging site that provides travel advice to users with information on various destinations.
* **Login System Manager:** Used object-orientated programming methodologies in Java to create and recommend strong passwords as well as save any user login information in a file for a given website for future reference.

**ACTIVITIES**

**Software Development Club at New Jersey City University,** Jersey City, NJ

*Member* September 2022 – Present

* Describe your duties and involvement as a member (i.e. attending and assisting with specific events, collaborating with fellow computer science students, etc.).
* Be sure to get across what you learned and gained by being involved in an on-campus organization.
* Begin each bullet point with an action verb and create a well-thought-out statement using the What, How, Why Method.

**LANGUAGES**

Fluent in Spanish

FIRST and LAST NAME CITY, STATE

General Resume Template

CELL PHONE | E-MAIL

**SUMMARY**

Responsible and motivated student ready to apply education and acquired skills to the workforce, offering…

**EXPERIENCE**

**Job Title**

Employer | City, State START – END

* See previous samples for more details with regards to the bullet content
* Each bullet should speak to specific accomplishments on the job
* Think about what an employer would like to hear about

**EDUCATION**

**Major, BA or BS**

College | City, State Expected Graduation Date

* GPA
* Relevant Coursework

**SKILLS**

* Technical Skill
* Technical Skill
* Technical Skill

**AWARDS/ CERTIFICATES/ EXTRACURRICULARS**

Insert any key points that are relevant or supportive to your skillset…

**LANGUAGES**

* English- Native/Fluent
* Etc.