**SUMMARY OF QUALIFICATIONS**

* Explicit list of your qualifications, ideally reflecting those listed in the job description. Include specific skills and points of differentiation, like years of experience. Do not include more than five bullets in this section
* Sample Bullet: Final year Master’s student with over three years of experience with indexing, classification schemes, and content taxonomies on websites

**EDUCATION**

**University of Washington, Information School** Sep. 2017 - June 2019

Candidate for Master of Library and Information Science Seattle, WA

* Achievements, honors, Dean's list
* Relevant Coursework:

**Other Higher Education Institution** Aug. 2007 - June 2011

Bachelor of Arts in Major & Minor (if applicable)City, ST/Country

* Achievements, honors, Dean’s list

**EXPERIENCE**

**Organization/Institute Name** Jul. 2013 – Present

Your Title or Role City, ST/Country

* Each bullet should describe results and achievements. Quantify how well you did the job if possible.
* Describe your contributions to past organizations with action verbs, avoiding passive tense (is, are, there is, were accomplished). Always end with the results so your bullets don’t sound like a job description.

**Organization/Institute Name** Aug. 2011 – Jul. 2013

Your Title or Role City, ST/Country

* Starting with action verbs make it easy for the reader to evaluate matches between your skills and the job requirement.
* A great list of action verbs can be found in the [UW Career Guide (p.34)](https://indd.adobe.com/view/111b1cf2-4b69-4138-929b-da8649638199) or by web searching for “resume action verbs”.

**Organization/Institute Name** Apr. 2009 – Mar. 2010

Your Title or Role City, ST/Country

* Remember “Experience” is not just limited to professional experiences, but anything that was significant to you that is relevant to the position(s) you’re applying to. The most relevant/significant experiences should be near the top, but any additional experiences can be included if space allows.
* Examples: Student leadership, community involvement, previous jobs (full-time or part-time), professional associations, volunteer experiences.

**PROJECTS (OPTIONAL)**

**University of Washington, Information School** Sep. 2017 - Dec. 2017

Project TitleSeattle, WA

* If you’ve worked on any projects that you think showcase skills relevant to the job description, use this section. You may also want to compile projects onto a portfolio website.
* Examples: Capstone project, group projects in courses, personal projects.

**ADDITIONAL INFORMATION**

* Group like items together. Maybe one line for technical skills, certifications, or languages that are not specifically requested in the job description, but that might be nice for them to know.
* Font size for entire document should be between 10 – 11 point (consistently throughout document).