**SUMMARY OF QUALIFICATIONS**

* Explicit list of the required/preferred qualifications that you have reflecting those listed in the job description
* Include hard skills and points of differentiation, like years of experience. Do not include more than five bullets in this section
* Sample Bullet: Experienced in working with dispersed teams

**EDUCATION**

**University of Washington, Information School,** Seattle, WA June 2013

*Candidate for Bachelor/Master of Science in Information Science (Focus if applicable)*

* Minors, Certificate programs
* Achievements, honors, Dean's list

**Community College or Other Higher Education Institution,** City, ST/Country June 2011

*Certificate, concentration if applicable*

**RELEVANT PROJECTS**

**University of Washington, Information School,** Seattle, WA

***Project Title*** Sept 2012-Dec 2012

* Use this section to highlight your experiences relevant to the job description that you may have done during school
* Each bullet should describe results and achievements. Quantify how well you did the job. Can use multiple phrases. Each bullet should be 1-2 lines long. Examples: Capstone project, group projects in courses

**RELATED EXPERIENCE**

Organization/Institute Name 1***, Your Title,*** City, ST/CountryJan 2012-Present

* Brief overview of job responsibilities. One or two lines at most.
* Each bullet should describe results and achievements. Quantify how well you did the job. Can use multiple phrases.
* Describe the activities with action verbs, avoiding passive tense (is, are, there is, were accomplished).

Organization/Institute Name 2***, Your Title,*** City, ST/CountryApr 2011 – Jul 2011

* 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 on p.15

**OTHER WORK EXPERIENCE**

Company/Organization Name 1, ***Your Title,*** City, ST/CountryJun 2010-Sep 2011

Company/Organization Name 2**,** ***Your Title***,City, ST/Country Jan 2010- Jun 2010

**SKILLS OR ACTIVITIES**

* Group like items together. Maybe one line for special computer skills, licenses, or languages that are not specifically requested in the job description, but that might be nice for them to know.
* Include student organizations and community organizations (Generally don’t list if it’s a one-day opportunity, unless it’s something you do each year or have a leadership role in)
* Lump personal hobbies or activities into one line. Don’t make it too long, and only include personal interests if you have room.

You can decrease size to 10.5 or 10. 11 is ideal. But be consistent throughout the resume.