*Review sample Project Based Resume template to help you with creating your resume*

**First and Last Name**

Phone | Email | Linkin.com/in/studentname (optional) | onlinePortfolio link (optional)

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**EDUCATION:**

Bowie State University, Bowie, MD

Bachelor of (Arts or Science) in (Major) Anticipated (Graduation month/year)

Concentration or Minor

GPA (*Indicate cumulative GPA if 3.5 or above*)

(Academic Honors, Scholarships, Awards)

**RELEVANT COURSEWORK:**

*Indicate course names only (5-6 courses). Place in columns instead of listing them vertically.*

Course Course Course

**WORK EXPERIENCE:***Indicate experiences in reverse chronological order*

**Employer Name, city, state**

**Job Title** Month/Year – Month/Year or Present

* *Lead bulleted statement with an action verb. Use past tense if no longer in the position or performing the task. Use present tense if still in the position.*
* ***Example***: Reviewed data and researched ideas to increase membership.

**PROJECTS**:

**Name of Project** Month/Year – Month/Year or Present

*Use strong action verbs to describe the project. Include your involvement, team members (indicate how many), highlight skills, knowledge acquired and accomplishments.*

* *Example*: In a team comprised of four, completed several business simulations in which students made decisions about pricing, amount of the product to make, paying for materials immediately or on credit, and taking out loans. Team won distinction for “The Most Profitable Firm” in the simulation for the Commercial Banking class.

**Name of Project** Month/Year – Month/Year or Present

* *Example*: In a team comprised of four, completed several business simulations in which students made decisions about pricing, amount of the product to make, paying for materials immediately or on credit, and taking out loans. Team won distinction for “The Most Profitable Firm” in the simulation for the Commercial Banking class.

**COLLEGIATE ACTIVITIES:***Indicate school name, organization* Month/Year – Month/Year or Present

***Example***: Bowie State University, Basketball team August 2017 - Present

**SKILLS:**MS Word, MS PowerPoint, MS Excel, Google Docs, Adobe; Spanish (Intermediate Level)

**VOLUNTEER EXPERIENCE:***Indicate name of organization or school name* Month/Year – Month/Year or Present

***Example***: South Western York Basketball Clinics February 2018 – April 2018