**First Name Last Name**

(555) 555-5555 **|** email@yale.edu | LinkedIn/Website URL *(optional)*

**SUMMARY** *[OPTIONAL]*

Write 3-4 lines giving an overview of your resume. Do highlight any major accomplishments and why you are interested in a particular company or industry. Talk about what value you can provide them. Remember this is the first impression and should be very brief but make the person want to read the rest of the resume.

**EDUCATION**

**Yale University**, New Haven, CT Month Year

*M.A./M.S.*, Department Name

*Selected coursework:* (Optional)

**Name of University**, City, State Month Year

*B.A./B.S.*, Major(s):

*Awards:* (Optional)

**X EXPERIENCE** *[Use descriptive terms like “Research”, “Data Analytics”, “Policy”, “Software Development”, and “Arts Administration” instead of generic terms like “Work”, “Relevant”, “Professional”]*

*Graduate Research Assistant,* **Yale University**, New Haven, CT Month Year – Month Year

*Your Title,* **Employer**, City, State Month Year – Month Year

*Job Title* (dates)

*Job Title* (dates)

*Your Title*, **Employer**, City, State Month Year – Month Year

**X EXPERIENCE** *[Use descriptive terms like “Leadership”, “Project Management”, “Communications”, “Advocacy”, “Editorial and Writing” to market your relevant transferable skills]*

*Your Title,* **Yale Student Organization***,* City, State Month Year – Month Year

*Your Title,* **Yale Department***,* City, State Month Year – Month Year

*Your Title,* **Outside Organization***,* City, State Month Year – Month Year

**SELECTED PUBLICATIONS** *[OPTIONAL: For research or technical positions requiring subject matter expertise]*

**Writer’s Name**, co-author’s name(s), Principal Investigator’s name (publication year). Title of Article. *Name of Journal Volume (Issue): Page number(s)*.

**SKILLS AND INTERESTS** *[OPTIONAL]*

*Computer Skills*: (can include programming languages and/or statistical methods)

*Laboratory Skills:* (optional: for research or technical positions)

*Languages:* (include levels of proficiency)

*Interests:*

*[For tips on how to construct a successful resume, visit the* [*OCS website*](https://ocs.yale.edu/channels/resumes/)*]*