**JSOM UNDERGRADUATE RESUME TEMPLATE (remove prior to using and delete line space)**

**First and Last Name**

City, State, Zip; Phone Number; email address

Customized LinkedIn URL

**EDUCATION**

**The University of Texas at Dallas** Graduation Month & Year

*Bachelor of Science, Major and Concentration,* Minor: **GPA X.XX**

Honors and Scholarship(s)

30 Hours Dual Credit in High School (Remove if not applicable.)

**Additional University or College if Degree Obtained**, LocationGraduation Month & Year

*Associate of Science, Major* **GPA X.XX**

**PROFESSIONAL EXPERIENCE**

**Full Legal Company Name**, Location (City, ST or City, Country)Start Month & Year – End Month & Year

*Position Title*

* [Action verb] followed by accomplishments including metric(s)
* [Action verb] followed by accomplishments including metric(s)
* [Action verb] followed by accomplishments including metric(s)
* [Action verb] followed by accomplishments including metric(s)

**Additional Full Legal Company Name (if applicable)**, Location Start Month & Year – End Month & Year

*Position Title*

* [Action verb] followed by accomplishments including metric(s)
* [Action verb] followed by accomplishments including metric(s)
* [Action verb] followed by accomplishments including metric(s)
* [Action verb] followed by accomplishments including metric(s)

**ACADEMIC PROJECT EXPERIENCE**

**Project Name,** Class Name Start Month & Year – End Month & Year

* [Action verb] followed by accomplishments including metric(s)
* [Action verb] followed by accomplishments including metric(s)
* [Action verb] followed by accomplishments including metric(s)

**ORGANIZATION EXPERIENCE** (Use either **VOLUNTEER** **EXPERIENCE, ORGANIZATION EXPERIENCE, COMPETITION EXPERIENCE OR LEADERSHIP EXPERIENCE.** More than one name in title confuses ATS-es. Also, remove the word **EXPERIENCE** if you do not add bullets in this section since the word tells ATS-es to look for bullets.)

**Organization**, Location or School or *Position Title* (Don’t list “Member”)Start Month & Year – End Month & Year

* [Action verb] followed by accomplishments including metric(s)
* [Action verb] followed by accomplishments including metric(s)

**Organization**, Location or School or *Position Title* Start Month & Year – End Month & Year

**Organization**, Location or School or *Position Title* Start Month & Year – End Month & Year

**ADDITIONAL INFORMATION**

*Skills*: [Insert programs, databases, I.e., Microsoft Excel, SAP, etc.]

*Languages*: Remove line if no languages except English are spoken

*Eligibility*: Type in one of the three following choices, remove text in parentheses, and delete the other two options.

US Citizen, Eligible to work in the US for internships and full time with no restrictions (Born here or naturalized)

US Permanent Resident, Eligible in the US for internships & full time – no restrictions (Foreign citizen green card holders)

VISA, Eligible to work in the US for internships and full time for up to (non-STEM, choose 12 months; STEM Major, choose 36 months)