

# HOW TO BUILD A RESUME

## 1. Template

Select a template you like on Google Docs or look [HERE](#) for CCEC templates.

## 2. Contact Info

Start with your full name. (given names and surnames)

Include your contact info: phone number, email and LinkedIn URL. (optional)

## 3. Education

Include your high school education and graduation year also include the college you're attending and expected graduation. year.

List them in reverse-chronological order.

## 3. Skills and References

[Here](#) is a list of action words and resources for valuable skills.

Include three references with contact info and position title.



## 4. Work or Volunteer Experience

Include the most relevant experience you have - include volunteering, club leadership and interesting class projects

Be sure to mention your title/position and time worked there

Keep this brief and concise; no more than 3 bullets per position (read [this](#) for help)

## 5. (Optional)

Achievements, Projects, Awards, and known or spoken languages is all beneficial but optional.



**Pro Tip:** your resume shouldn't be longer than one page.  
If you need any more help reach out to CCEC