**Peder Connor Andersen**

Physical Address (this isn’t required)
City, State Zip (this isn’t required)
phone number | email
website, LinkedIn, etc.

**Professional Profile**

If you decide to use this section, keep it short and relevant! A few sentences or a short paragraph. Make sure it reflects your brand and is interesting to the reader (you may have to update it depending on the job you are applying for).

**Education**

**University of California, Berkeley** – Degree Name 2015 *(anticipated)*
*Relevant Courses:*If you list relevant courses, be sure the titles make sense to the reader! Don’t list a course they wouldn’t know! Another section you could list instead of relevant courses is “focus areas”; if you do this section, be sure that your focus areas make sense together and don’t paint a picture of you as “unfocused”.

**University of Wisconsin, Madison** – Bachelor of Computer Science2010

**Certifications**

If you have relevant certifications for your industry (ex. Certified Information Systems Security Professional), you can add them here OR if you need space you can delete this section and add certifications into the education section. Do NOT add certifications that are not relevant.

**Projects**

**Title of Project**, *Role, Place* Date

Description: You can also format your project section to match your formatting in the experience section. Either way!

**Title of Project**, *Role, Place* Date

In your description of the project, be sure to include not just information on the project- but what you did.

**Title of Project**, *Role, Place* Date

Emphasize the tech tools you used, the languages you coded in, your role on the team, stakeholders or results.

**Skills and Tools**

* Skill category: skill, skill, skill, skill
* Skill category: skill, skill, skill, skill
* Skill category: skill, skill, skill, skill
* Skill category: skill, skill, skill, skill

**Experience**

**Business Name City, State**

*Title* date – date

* List your jobs from most recent to least recent.
* If you’ve been at one job for a long time or have a LOT of experience there (i.e., a lot of bullets), you can break up the bullets by subheadings such as “leadership & innovation”, “technical skills”, “projects”, etc.
* Start your descriptions with action verbs (NOT “responsible for”)! Use implied first tense. Speaking of tenses, pay attention to them! Be sure you are using the right tenses.

**Business Name City, State**

*Title* date – date

* The most important thing you should do when writing your descriptions is to showcase your strengths, skills, and accomplishments. Do NOT just write what you did (i.e., what you were responsible for, what tasks you completed). Always include some element of why you did it, or how you did it, or who you did it with (i.e., how you collaborated or communicated), or what impact you made. Each bullet should have a goal of conveying a piece of information to the reader that is RELEVANT to the job for which you are submitting the resume.
* Make sure descriptions are action oriented and talk mostly about what you did, not what the product was or what the project accomplished. Spoonfeed the reader; spell out why it is relevant.

**Business Name City, State**

*Title* date – date

* A good article on how to format bullets can be found at this link: <http://ti.me/1iEKMdM>