

HARVARD RESUME TEMPLATE

By Resume Genius

Home or Campus Address (optional) • City, State Zip • youremail@email.com • (xxx) xxx-xxxx

Summary

Include a short, focused overview highlighting your key strengths, interests, and relevant experience. Aim for 2–3 concise sentences that give employers a clear sense of your abilities, academic focus, or career goals. Avoid generic statements; instead, emphasise qualities or achievements that directly support the roles you're seeking.

Education

School Name	City, State
Degree, Concentration	Graduation Date
• Honors/GPA (optional)	
• Coursework (optional): Include if you don't have much work experience — highly relevant courses only	
• Thesis (optional): "[Thesis Title]"	

School Name	City, State
Degree, Concentration	Graduation Date
• Honors/GPA (optional)	
• Coursework (optional): Include if you don't have much work experience — highly relevant courses only	
• Thesis (optional): "[Thesis Title]"	

Experience

Company Name	City, State
Job Title	Start Date – End Date
• Starting with your latest role, outline your responsibilities, achievements, and outcomes using bullet points	
• Avoid personal pronouns; lead each bullet with an action verb	
• Add numbers or metrics to show the scale and impact of your achievements	
• Use present tense for current responsibilities, past tense for achievements and previous roles	

Company Name	City, State
Job Title	Start Date – End Date
• For your next role, continue describing your work, skills, and results in bullet form	
• Avoid repeating achievements if you have more recent examples	

Leadership & Activities

Organization Name	City, State
Role	Start Date – End Date
• You may format this section like the Experience section or list roles without bullet descriptions	
• If these activities are more relevant to the opportunity, consider placing this section above Experience	

Skills

- Group your skills by theme to save space and improve readability
- List your relevant technical skills first to align your resume with the target role
- If adding foreign languages, include your level of proficiency

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Albert A Gayle

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in context In 15 clear and comprehensive sessions author Shawna Lockhart guides readers through all the important commands and techniques in AutoCAD 2004 R from 2D to solid modeling In each lesson the author provides step by step instructions with frequent illustrations showing exactly what appears on the AutoCAD screen Later individual steps are no longer provided and readers are asked to apply what they ve learned by completing sequences on their own Carefully developed pedagogy reinforces this cumulative learning approach and support readers in becoming skilled AutoCAD users

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