

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

Degree, Concentration

City, State

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

Degree, Concentration

City, State

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

Job Title

City, State

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

Job Title

City, State

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

Role

City, State

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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Laura Praglin



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The College Student's Resume Guide Kim Marino,1989 This is an easy step by step guide for writing your own resume cover letter and a thank you letter for after the interview

A Tutorial Guide to AutoCAD 2002 Shawna Lockhart,2003 For courses in AutoCAD and Computer Aided Drawing A Tutorial Guide to AutoCAD 2002 provides a step by step introduction to AutoCAD with commands taught in context Lockhart begins this book providing step by step instructions using commands and techniques Later individual steps are no longer provided and readers are asked to apply what they have learned by completing sequences on their own Carefully developed pedagogy reinforces the cumulative learning approach and supports readers in becoming skilled AutoCAD users

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commands taught 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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