

Victor E. Bull

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EDUCATION

University at Buffalo, The State University of New York

Bachelor of Arts or Science, Major, Expected Month 20XX

EXPERIENCE

Company Name, City, State (or City, Country if non-U.S. location)

Position Title, Month 20XX – Month 20XX

- Action words and bullets. Use strong verbs like “created” rather than soft verbs like “assisted.”
- Avoid passive phrasing such as “duties include,” “responsible for,” or “project was completed by using.”
- Show results and quantify when appropriate.
- Demonstrate achievements and skills.

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SKILLS

Computer Skills: List details (Example: Windows OS, Linus OS, Microsoft Excel)

Programming Languages: List details (Example: MatLab/Simulink, Knowledge of C++)

Drafting Programs: List details (Examples: AutoCAD, Creo/Creo Parametric, ProEngineer)

PROJECTS

Title of Project, Spring 20XX

- Identify team/classroom/individual noteworthy academic projects.
- Concisely demonstrate your skills and knowledge.
- Integrate other skills when communicating specific accomplishments. (Example: Presented findings to more than 30 students, enhancing communication and presentation skills.)
- Include your individual contributions and outcomes where possible.

ACHIEVEMENTS

Honor or award, 20XX

***Indicate noteworthy academic, athletic, community, club, and employer recognition. If 1-3 honors, consider incorporating into Education section rather than creating separate section.*