**Victor E. Bull**

Street Address, City, State Zip Code • Phone number • Email address

linkedin.com/in/ *(LinkedIn URL)*

## **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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**Position Title,** Month 20XX – Month 20XX

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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.*