**First** **name** **Last** **name** ****

First name Last name

Name.lastname@gmail.com

Summery: a summery is beneficial only when you have a clear field preference for employment, and past job experience that is relevant. If not, it's best to consider removing it.

050-111-2222

Education

year-present

**Technion** - Israel Institution of Technology, “**Degree Title**”,average

Mention your GPA (if over 80). Here is the place to mention awards and projects. If You completed relevant courses (preferably graded 85+) that will help you stand out, add the course’s name and the grade using bullets. If you took part in lab work, mention it, and emphasize the technical and professional terms.

year-year

“school name”

Mention high school education (optional), selected majors, mechina.

Experience

year-year

“company name”, “**Job Title**”

 Describe briefly, using bullets, up to three main relevant activities under your

 responsibility.

* Integrating company software (example)
* Implementing an important software feature (example)
* It is possible to integrate personal and interpersonal skills under “job requirements”.

Skills

* Here you describe relevant computer skills. If you want to emphasize your skill level, add a word to describe.
* Python – expert/advanced (example)

Activities/ volunteering/ military service/ National Volunteer Service

year-year

“Organization name”, **“Activity Title”** Whatever you include of these categories, be sure to briefly describe activities or skills if relevant (using bullet points). Similar to the “experience” category, you can describe the activity and its requirements.

Languages

Mention languages you know and add proficiency.

English – fluent (example) | Hebrew – native (example)

**\*General notes:** (to be deleted at final version)

* It’s not recommended to add a personal photo
* Do not write in first person
* Limit your resume to a single page
* Always start at the most recent experience and trace back from there. (Example: 2022 activity will be mentioned first, 2021 activity below).
* If you choose to mention military service, add the rank you had at the end (recommended, not a must)
* To shorten your profile link to linkedin, mark the URL and right click to see options. Then, click "link". At the lower part of the tab that opens, you’ll see “Address”. Make sure it shows the full URL link. At the upper part, you'll see "text to display". Simply right your name there and click "OK".