

Home Address

**First Middle Last Name**

University's Name

**Email Address**

**Phone Number**

## **Active Security Clearance**

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### **PROFESSIONAL SUMMARY**

A one or two sentence overview of your short-term professional goals and explanation of why you're the best candidate to qualify for this scholarship.

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### **EDUCATION**

School (GPA)

Location

Degree

Expected graduation date

School (GPA)

Location

Degree

Graduation date

High School (GPA)

Location

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### **COURSEWORK**

You must be pursuing a course of study and/or have a declared major in one of the scientific, technical, or managerial disciplines related to cyber or with a concentration in cybersecurity. List coursework completed that are related to computer and network security and cybersecurity.

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### **SKILL SET**

List technical proficiencies, including platforms, networks, languages and tools used in your past positions. Your certifications should also be included in this section.

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### **EXPERIENCE**

For each experience you list, make sure you include:

- Start and end dates (including the month and year).
- The number of hours you worked per week.
- The level and amount of experience—for instance, whether you served as a project manager or a team member helps to illustrate your level of experience.
- Examples of relevant experiences and accomplishments that prove you can perform the tasks at the level required for the job as stated in the job announcement. Use numbers, percentages or dollars to highlight your accomplishments

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### **KEY PROJECTS**

Include extracurricular activities that help you stand out from among other student applicants. Don't limit yourself to only including paid work experience. Include relevant volunteer work, community organizations roles, societies, language proficiency, and prior military experience that demonstrate your ability to do the job.

## **ACTIVITIES AND HONORS**

Include any scholarships, membership in any honorary societies to which you were admitted because of academic accomplishment, and any significant leadership roles in academic groups, organizations, societies, or associations to which you were nominated or elected.

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## **REFERENCES**

When selecting resume references, consider people who can speak to your best qualities, skills and qualifications. If possible, choose people who can discuss talents specific to the job you're applying for.

- Generally, the best people to include as references are:
- Current or former manager or direct supervisor
- Current or former co-worker
- Current or former employees/direct reports
- Academic advisor
- Professional mentor

When thinking through who to include on your reference list, make sure you are comfortable with these people knowing you are looking for a new job, especially if they are someone you currently work with.

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