# Firstname Lastname

Home or Campus Street Address • City, State Zip • youremail@college.edu • phone number

# Education

**University Name** City, State

Degree, Concentration. GPA Graduation Date

Awards: [example: Dean’s List]

**Study Abroad** [Note: If Applicable] City, Country

Study abroad coursework in [concentration] and [language]. Month Year – Month Year

**High School Name** City, State

[Note: May include GPA, SAT/ACT scores, or academic honors] Graduation Date

**Experience**

# Organization City, State

**Position Title** Month Year – Month Year

* Beginning with your most recent position, describe your experience, skills, and resulting outcomes in bullet form.
* Begin each line with an action verb and include details that will help the reader understand your

accomplishments, skills, knowledge, abilities, or achievements.

* Quantify where possible.
* Do not use personal pronouns; each line should be a phrase rather than a full sentence.

**Organization** City, State

**Position Title** Month Year – Month Year

* With your next-most recent position, describe your experience, skills, and resulting outcomes in bullet form.
* Begin each line with an action verb and include details that will help the reader understand your

accomplishments, skills, knowledge, abilities, or achievements.

* Quantify where possible.
* Do not use personal pronouns; each line should be a phrase rather than a full sentence.

# Leadership & Activities

**Organization** City, State

**Role** Month Year – Month Year

* This section can be formatted similarly to the Experience section, or you can omit descriptions for activities.
* Capture experiences relevant to the opportunity you are applying for, if any, or emphasize experience and growth as a leader in your community or teams.

**Skills & Interests**

**Technical:** List computer software and programming languages and your level of fluency, and other technical vocational skills and experience level

**Language:** List foreign languages and your level of fluency [If Applicable]

**Laboratory:** List scientific / research lab techniques or tools [If Applicable]

**Interests:** List activities you enjoy that may spark interview conversation