

FULL NAME

Street Address, City, State Zip Code
Reliable Telephone Number | Professional or School Email

SUMMARY

Write 2 to 4 sentences. Highlight most important experiences relevant to the position. Include your degree, qualification, and key strengths and talents.

EDUCATION

Name of School, City, State Graduation Month/Year
Degree and Major GPA: (if over 3.0)
Relevant Courses: (list up to 5-6 classes)
Awards: (list any academic honors and/or awards)

WORK EXPERIENCE

Name of Company (list in reverse chronological order) City, State
Job Title Month/Year – Month/Year

- Accomplishment (list the situation, action, result) - no more than 2 lines per bullet point.
- Start with an action verb.

Name of Company City, State
Job Title Month/Year – Month/Year

- Accomplishment (list the situation, action, result) - no more than 2 lines per bullet point.
- Start with an action verb.

ACTIVITIES

Name of Organization/Group City, State
Position Held Month/Year – Month/Year

- Accomplishment (list the situation, action, result) - no more than 2 lines per bullet point.
- Start with an action verb.

OR (list in reverse chronological order)

Name of Organization/Group, *Position Held* Month/Year – Month/Year
Name of Organization/Group, *Position Held* Month/Year – Month/Year

COMMUNITY SERVICE/VOLUNTEER

Name of Organization/Group City, State
Position Held Month/Year – Month/Year

- Accomplishment (list the situation, action, result) - no more than 2 lines per bullet point.
- Start with an action verb.

OR (list in reverse chronological order)

Name of Organization/Group, *Position Held* Month/Year – Month/Year
Name of Organization/Group, *Position Held* Month/Year – Month/Year

SKILLS

Technical: Proficient, Intermediate, Basic
Languages: Fluent, Proficient, Conversational, Basic