

FULL NAME

(Pronouns)

City, State Zip Code | Email (use email alias from [Whitepages](https://www.whitepages.com)) | Phone (Working Voicemail/ Professional) | <https://www.linkedin.com/in/yourURL>

PROFILE (Optional) – Maximum 3 lines of text

[Career role/functional role] professional with [number] of years of experience in [responsibilities/activities of job role], seeking role in [industry]. Excels at [relevant skills/strengths/knowledge for job/internship].

EXPERIENCE

Company

City, State

Position Title

Month Year – Month Year

- Use Bullet Formula: **Action Verb** + **Task/Product** (What you did) + **Purpose/Result** (Why/How you did it)

Company

City, State

Position Title

Month Year – Month Year

- Use Bullet Formula: **Action Verb** + **Task/Product** (What you did) + **Purpose/Result** (Why/How you did it)

LEADERSHIP

Organization Name

City, State

Position Title

Month Year – Month Year

- Use Bullet Formula: **Action Verb** + **Task/Product** (What you did) + **Purpose/Result** (Why/How you did it)

ACTIVITIES / VOLUNTEER WORK

Club/Team/ Organization Name, Position Title

Month Year – Month Year

Club/Team/ Organization Name, Position Title

Month Year – Month Year

SKILLS

Technical:

Language:

ACADEMIC PROJECTS

Project Name

Month Year – Month Year

- Use Bullet Formula: **Action Verb** + **Task/Product** (What you did) + **Purpose/Result** (Why/How you did it)

Project Name

Month Year – Month Year

- Use Bullet Formula: **Action Verb** + **Task/Product** (What you did) + **Purpose/Result** (Why/How you did it)

EDUCATION

Name of School #1

City, State

Full Degree Title (Abbreviation) in Major

Month and Year of (Expected) Graduation

Honors:

GPA:

Name of School #2

City, State

Degree/Diploma

Month and Year of Graduation

RELEVANT COURSEWORK

Course Title | Course Title | Course Title