FULL NAME
(Pronouns)
City, State Zip Code | Email (use email alias from Whitepages) | Phone | https://www.linkedin.com/in/yourURL

PROFILE (Optional)
[Career role/functional role] professional with degree in [Major] and experience in [responsibilities/activities of job role], seeking position of [position title/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