FULL NAME

(Pronouns)
City, State Zip Code | Email (use email alias from Whitepages) | 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