FULL NAME

(Pronouns)
City, State Zip Code | Email (use email alias from Whitepages) | Phone (Working Voicemail/ Professional) | LinkedIn URL | Portfolio URL

PROFILE (Optional) – Maximum 3 lines of text

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

PUBLICATIONS (if applicable)

(APA or MLA or Chicago Format – based on field)

WORK 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)

CREATIVE 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)

LEADERSHIP EXPERIENCE

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)

VOLUNTEER EXPERIENCE (Optional / Definitely include if you have substantial experience)

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

Club/Team/ Organization Name, Position Title Month Year – Month Year
Club/Team/ Organization Name, Position Title Month Year – Month Year

EDUCATION

Name of School #1 City, State
Full Degree Title (Abbreviation) in Major Month and Year of (Expected) Graduation
GPA: | **Honors:**
Relevant Coursework:

Name of School #2 City, State
Degree/Diploma Month and Year of Graduation

SKILLS

Technical:
Languages: