FULL NAME

(Pronouns)

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

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].

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)

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 EXPERIENCE & EXTRACURRICULARS

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)

EDUCATION

Name of School #1 City, State

Full Degree Title (Abbreviation) in Major Month and Year of (Expected) Graduation

GPA: | **Honors:**

RELEVANT COURSEWORK

[add 4-8 course titles relevant to industry/functional role OR up to 2 lines]

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)

SKILLS

Technical:

Languages:

INTERESTS (Optional/if you have space)

[3-4 active hobbies/interests to show more of you as an individual]