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