FIRST LAST

Home Address | Phone Number | Email Address | Professional Website | LinkedIN URL (if applicable)

EDUCATION

**University Name,** City, State *Anticipated Graduation*: Month Year

*Formal Degree Title* (e.g. Bachelor of Arts in English)

GPA: (If 3.0 or higher)

RELEVANT EXPERIENCE

*Tailor this heading accordingly. Experiences in this section should have direct relevance to the position you are applying for, such as an internship in the same field. List experiences in reverse chronological order.*

**Company/Organization Name,** City, State Month Year – Month Year

*Position Title*

* Write a concise, bulleted list of accomplishments and transferrable skills from this position that will benefit your new employer
* Start bullets with action verbs (e.g. facilitated, administered, supervised) written in a consistent tense; past tense for positions that have concluded, present or past tense for current positions
* Quantify results when possible (e.g. Wrote internal communications newsletter monthly for 100+ employees)
* Highlight an accomplishment and the value it added (e.g. Gathered more than 2500 photos and produced 60K impressions and 15K engagements)
* List approximately 3-5 bullets for each position

ADDITIONAL EXPERIENCE

*An Additional Experience section allows you to highlight work experience where you developed transferrable skills, even if the field or role is different from the one you are seeking now. Format these experiences identically to the Relevant Experience entries. List the experience in reverse chronological order.*

CAMPUS INVOLVEMENT

*As a student you explored various interests, took on leadership roles, and developed through extra curricular involvement. Identify those positions that enabled you to develop relevant skills, transferrable skills, and that highlight your leadership potential.*

**Student Organization/Scholars Program/Athletic Team, etc.,** City, State Month Year – Month Year

*Position Title*

* Use the same guidelines for writing about your accomplishments within Involvement as you do for all work experiences
* Focus on accomplishments and transferrable skills that will benefit your future employer

HONORS AND RECOGNITION

**List any recent and relevant awards or honors**, Indicate which institution awarded it to you Month Year

OPTIONAL ADDITIONAL SECTIONS

**RELEVANT COURSEWORK**

**TECHNICAL SKILLS**

**CERTIFICATIONS**

**VOLUNTEER SERVICE**

**LEADERSHIP EXPERIENCE**

**LANGUAGES**