



First & Last Name

City, State • Phone • Professional Email • Hyperlink

EDUCATION/CERTIFICATIONS

Degree (e.g. Bachelor of Science)

Graduation Date

Major: **XXXXX** Minor: **XXXXX**

Name of Institution, City, State

Overall GPA: (Optional, above 3.0)/4.0

*** If masters degree repeat above format and list in reverse chronological order

INTERNSHIP

Role Month Year-Present

Organization, City, State

- Write your main highlighted accomplishments
- Think about how your task/project helped the company do better and how you added value to the organization
- Follow the format performed X by doing Y resulting in Z
- Start each bullet point with strong action verbs, present tense if currently in the role, past tense if you have completed the role
- Quantify results (add numbers) within your bullet points where you can

ADDITIONAL WORK EXPERIENCE

Role Month Year-Present

Organization, City, State

- Write your main highlighted accomplishments
- Think about how your task/project helped the company do better and how you added value to the organization
- Follow the format performed X by doing Y resulting in Z
- Start each bullet point with strong action verbs, present tense if currently in the role, past tense if you have completed the role
- Quantify results within your bullet points where you can
- List your sections in reverse chronological order, most recent position and proceeding backwards

Role Month Year-Month Year

Organization, City, State

- Write your main highlighted accomplishments
- Think about how your task/project helped the company do better and how you added value to the organization
- Follow the format performed X by doing Y resulting in Z
- Start each bullet point with strong action verbs, present tense if currently in the role, past tense if you have completed the role
- Quantify results within your bullet points where you can
- List your sections in reverse chronological order, most recent position and proceeding backwards

VOLUNTEER WORK

Role/Title Month Year-Month Year

Organization, City, State

Role/Title Month Year-Month Year

Organization, City, State