



Hyperlinks can include:
• LinkedIn Profile
• Digital Portfolios
• Personal Websites

First & Last Name

City, State • Phone • Professional Email • Hyperlink

EDUCATION/CERTIFICATIONS

Degree (e.g. Bachelor of Science) Graduation Date

Major: **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

American Red Cross, First Aid Certification Expiration Date

INTERNSHIPS

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

Role Month Year-Month Year

Organization, City, State

- Write your main highlighted accomplishments
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- Follow the format performed X by doing Y resulting in Z
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- Quantify results within your bullet points where you can
- List your sections in reverse chronological order, most recent position and proceeding backwards

RELEVANT 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

LEADERSHIP/UNIVERSITY INVOLVEMENT

Role/Title Month Year-Month Year

Organization, City, State

Role/Title Month Year-Month Year

Organization, City, State