

YOUR NAME

Street Address, City, State Zip Code
Email | Phone Number | LinkedIn (optional)

EDUCATION

University of Example

Bachelor of Arts/Science, Name of Major
Minor or Concentration
Honors Thesis: Title
Overall GPA

City, State
Expected Graduation Month Year

Previous Institution Name

Name of Degree/Diploma

City, State
Month Year

EXPERIENCE

Organization Name #1

Position Title

City, State
Month Year

- Use bullet points to describe your accomplishments.
- Always start statement with an action verb
- Provide examples of when you used your skills to positively affect your organization

Organization Name #2

Position Title

City, State
Month Year

- Keep your formatting and punctuation consistent for each job entry and bullet point
- Use present tense verbs for current positions and past tense for previous positions

Organization Name #3

Position Title

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SKILLS

Language: Provide your language proficiency (conversational, fluent, etc) in any languages other than English.

Computer/Software/Programming: Here you can share your proficiency/expertise in technical areas

INTERESTS

Listing interests is optional. Interests may or may not be related to the position.

TO USE THIS TEMPLATE:

1. Make sure you are signed into a gmail account. You will only be able to make a copy of this template if you are logged into a gmail account.
2. Click **"File"** in the upper-left hand corner
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5. The File will be saved in your google drive.