

Full Name

(XXX) XXX-XXXX | Email | LinkedIn

WORK EXPERIENCE

Company - Location

Position

Dates

- Provide examples of when you successfully used the skills employers are seeking.
- Make sure you have between 2 and 4 bullet points in each section.
- Start each bullet point with strong action verbs to convey your achievements effectively.

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- Use proper tense, using –ed for past experiences and present tenses for current positions.
- Whenever possible, include quantifiable results to showcase the impact you've made in your previous roles.
- Keep your bullet points brief and to the point, using concise language.

Company - Location

Position

Dates

- Ensure the layout is well-organized with consistent fonts and spacing. Use bolding or italics sparingly to draw attention to key points. Make sure that your writing is free of grammatical errors and punctuation.
- XXXX
- XXXX
- XXXX

LEADERSHIP EXPERIENCE

Company - Location

Position

Dates

- This section is to showcase leadership experiences and other activities you want employers to know.
- Follow the same format as experience.
- Ex. School Organizations, Projects, Leadership Conferences, Competitions etc.
- XXXX

Company - Location

Position

Dates

- XXXX
- XXXX
- XXXX

Company - Location

Position

Dates

- XXXX
- XXXX
- XXXX

SKILLS, AWARDS, & INTERESTS

Skills: Should not be soft skills like communication, organizational, and interpersonal skills. You can add technology skills (Ex: Python, Canva, SQL, etc.) and languages (Ex: Spanish, Portuguese)

Awards: This can be here or under education.

Interests: What are you interested in outside of work/for fun?(optional section)

EDUCATION

University - Location

Graduation Date

Major/Degree

GPA

Coursework: add useful coursework

note: you can delete GPA after graduating