

# First Name Last Name

lastnmfm@wfu.edu | 555.555.5555

## EDUCATION

### Wake Forest University

Winston-Salem, NC

Intended Bachelor of Arts (or Science) in (major) **take off Intended after you declare**

May 2026

GPA: #.##; (Dean's List)

Relevant Coursework: (Optional: names of classes relevant to interest and transferable skills)

High School **this section drops off after first semester sophomore year**

City, State

Honors/Awards:

Month Year

## LEADERSHIP & COMMUNITY EXPERIENCE **this section can come before professional**

### Organization Name **experience can still come from high school**

Location

Position/Title

Month Year – Month Year

- Accomplishment Statement
- Accomplishment Statement

### Organization Name

Location

Position/Title

Month Year – Month Year

- Accomplishment Statement
- Accomplishment Statement

### Organization Name

Location

Position/Title

Month Year – Month Year

- Accomplishment Statement
- Accomplishment Statement

### Organization Name

Location

Position/Title

Month Year – Month Year

- Accomplishment Statement
- 

## PROFESSIONAL EXPERIENCE

### Employer/Organization Name

Location

Position/Title, Department (if applicable)

Month Year – Present

- Accomplishment Statement (what was done, how it was done, with outcomes focus, quantified where possible)
- Accomplishment Statement
- Accomplishment Statement

Position/Title, Department (if applicable)

Month Year – Present

- Accomplishment Statement (what was done, how it was done, with outcomes focus, quantified where possible)

### Employer Name

Location

Position, Department (if applicable)

Month Year – Month Year

- Accomplishment Statement
- Accomplishment Statement
- Accomplishment Statement

## ADDITIONAL SKILLS, AFFILIATIONS, AND ACHIEVEMENTS **may alter section title as appropriate**

Technical: Proficient in Microsoft Word, Excel, PowerPoint; Adobe Photoshop, Illustrator

Language: Working knowledge of/Proficiency in Spanish (oral and written)

Achievements: Eagle Scout; Selected Member, ABC Acapella Group **don't feel pressured to have this line item**

*Interests:* (unique hobbies/interests - ie instead of reading, put World War II historical fiction) **this line is optional**