

YOUR NAME [RESIDENT TEMPLATE]

City, State · Phone Numbr · Email

Linkedin profile, professional website, or portfolio links (optional)

EDUCATION

University, Hanover, NH

June 20XX

Bachelor of Arts, intended Major in ____: Minor in ____:

GPA x.xx/4.0

Relevant Coursework:

Honors/Awards:

High School, Location

Month 20XX

Honors/Awards:

GPA x.xx

Activities:

PROFESSIONAL EXPERIENCE /RELEVANT EXPERIENCE/WORK EXPERIENCE (select one)

Name of Organization, Location

Month Year – Month Year

Position Title

- Use introductory bullet to provide context or start with your highest-impact item.
- Make sure to include metrics, cite outcomes, and discuss your contributions/value-added
- Always use strong action verbs and the active voice when describing your role
- Look at the position description for hints re: vocabulary and how to focus your bullets

Name of Organization, Location

Month Year – Month Year

Position Title

- Use introductory bullet to provide context or start with your highest-impact item
- text
- text

LEADERSHIP & SERVICE/LEADERSHIP & ADDITIONAL ACTIVITIES [OR SIMILAR] (select one)

Name of Organization, Location

Month Year – Month Year

Position Title

- Use introductory bullet to provide context or start with your highest-impact item
- Text
- Text

Name of Organization, Location

Month Year – Month Year

Position Title

- Use introductory bullet to provide context or start with your highest-impact item
- Make sure to include metrics, cite outcomes, and discuss your contributions/value-added
- Text
- Text

SKILLS & INTERESTS

Computer/Technical: (choose one)

Languages:

Additional Interests:

Additional Notes

1. Download and read the CPD Resume Guide. Make sure to follow this bullet point structure: Action verb + task description + outcome OR purpose of what you did.
2. You don't have to use this template, we just recommend you stick with a clean, simple format.
3. If you don't have a lot of work experience to put in the Professional Experience section, that's ok! Try to showcase the skills you built in the experience you do have or through your volunteer service in the Leadership & Service section. If you have internship/work experience, list those in the Professional Experience section.
4. You can change your font if desired; keep font size between 10pt - 12pt
5. Your margins should be kept between .5" and 1"
6. With very few exceptions, your resume must fit on one page.