

Your Name

Home Street Address • City, State Zip • name@school.edu • phone number

Education

UNIVERSITY

Degree, Concentration. GPA [Note: Optional]

Thesis [Note: Optional]

Relevant Coursework: [Note: Optional. Awards and honors can also be listed here.]

City, State

Graduation Date

Experience

ORGANIZATION

Position Title

City, State

Month Year – Month Year

- Beginning with your most recent position, describe your experience, skills, and resulting outcomes in bullet or paragraph form.
- Begin each line with an action verb and include details that will help the reader understand your accomplishments, skills, knowledge, abilities, or achievements.
- Quantify where possible.
- Do not use personal pronouns; each line should be a phrase rather than a full sentence.

ORGANIZATION

Position Title

City, State

Month Year – Month Year

- With your next-most recent position, describe your experience, skills, and resulting outcomes in bullet or paragraph form.
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- Quantify where possible.
- Do not use personal pronouns; each line should be a phrase rather than a full sentence.

Activities

ORGANIZATION

Role

City, State

Month Year – Month Year

- This section can be formatted similarly to the Experience section, or you can omit descriptions for activities.
- If this section is more relevant to the opportunity you are applying for, consider moving this above your Experience section.

Publications

Books

[Author's name. _Title of Book: Subtitle. _Publisher, Year.]

Articles

[Author's name. "Article Title." Journal Title, Volume, Issue, Date, Pages.]

Skills & Interests [Optional]

Technical: List computer software and programming languages

Language: List foreign languages and your level of fluency

Laboratory: List scientific / research lab techniques or tools [If Applicable]

Interests: List activities you enjoy that may spark interview conversation