

FIRST LAST

(000) 000-0000 • City, State • youremail@georgetown.edu • LinkedIn address
US Citizenship /Permanent Resident and/or Security Clearance (optional)

EDUCATION

GEORGETOWN UNIVERSITY, GRADUATE SCHOOL OF ARTS AND SCIENCES

Washington, DC

Master of Science, Program Name (do not abbreviate)

Month Year

- List scholarships, if applicable; GPA (3.5 or above)
- Areas of focus: list specific courses that support your career choice
- Study abroad, if applicable

UNDERGRADUATE SCHOOL, School of Study, if applicable

City, ST or Country

Degree Awarded, Concentration

Month Year

- Academic and other awards – GPA (3.0 or above); Leadership Award, if applicable
- Study abroad; internships; or other significant experiences, if applicable (brief description for each)
- Significant leadership roles, if applicable

RELEVANT PROJECTS

- **Project #1:** Provide brief one- or two-line description of project and outcomes
- **Project #2:** Provide brief one- or two-line description of project and outcomes
- **Project #3:** Provide brief one- or two-line description of project and outcomes
- **Project #4:** Provide brief one- or two-line description of project and outcomes

TECHNICAL SUMMARY (CHOOSE/ADD THE CATEGORIES WHICH ARE APPLICABLE TO YOU)

Certifications: List certifications related to your target role or industry

Platforms: List most current platforms in the market that you have exposure to, of value to employer

Software: SAS, R Programming, Python, SQL, Tableau, other relevant technologies

EXPERIENCE

FULL COMPANY NAME (most recent)

City, ST or Country

Title

Month Year – Month Year

- Accomplishment #1, begin with action verb, include CONTRIBUTION statement (no more than 2-3 lines)
- Accomplishment #2, begin with action verb, include CONTRIBUTION statement (no more than 2-3 lines)

FULL COMPANY NAME

City, ST or Country

Title

Month Year – Month Year

- Accomplishment #1, begin with action verb, include CONTRIBUTION statement (no more than 2-3 lines)
- Accomplishment #2, begin with action verb, include CONTRIBUTION statement (no more than 2-3 lines)

ADDITIONAL INFORMATION

Leadership: List community roles; offices held at school; board positions; sports roles

Global View: List languages (include level of ability); list where you traveled, lived, studied, and/or worked; list offshore teamwork or management

Community: List volunteer activities; community involvement; pro-bono work; associations

Accomplishments: List awards; patents; publications;