#### **First Name Last Name**

# youremail@email.com • 123-456-7890 • <a href="www.linkedin.com/yourprofile">www.linkedin.com/yourprofile</a> Breakthrough Central Texas, Austin, Texas

#### **Education**

NAME OF UNIVERSITY

City, State

Degree, Concentration. GPA: X.XX [Note: Optional]

**Graduation Date** 

Thesis [Note: Optional]

Relevant Coursework: [Note: Optional. Awards/Honors can be listed here also]

PROJECTS OR NAME OF STUDY ABROAD SCHOOL [Note: If Applicable]

City, Country

Study abroad coursework in XXXXXXX Month Year – Month Year

### **Experience**

ORGANIZATION City, State (or Remote)

Position Title Month Year – Present

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

ORGANIZATION
City, State (or Remote)

Month Year – Month Year

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

## **Leadership & Activities**

# **Breakthrough Central Texas**

Austin, TX

Scholar

Month Year – Present

• This section can be formatted similarly to the Experience section, or you can omit descriptions for activities if you need to save space. Be prepared to talk to these activities though

ORGANIZATION City, State (or Remote)
Role Month Year – Month Year

• This section can be formatted similarly to the Experience section, or you can omit descriptions for activities if you need to save space. Be prepared to talk to these activities though

#### **Skills & Interests**

**Technical**: List computer software and programming languages. (*Always*, *if applicable*)

**Language**: List foreign languages and your level of fluency. (Only include if intermediate or fluent in second language)

**Laboratory**: List scientific/research lab techniques or tools. (Only include if advanced lab classes or research experience)

**Interests**: List activities you enjoy that may spark interview conversation. (*Only include if they are interesting enough to spark a conversation*)

# Action Verbs:

Assigned

Directed

Attained

Earned

Chaired

Evaluated

Consolidated

Executed

Administered Analyzed

Developed

Coordinated Delegated

LEADERSHIP

Contracted

Accomplished Achieved

Handled Organized Regulated	Headed Oversaw Reorganized	Oversaw Planned		Improved Predicted Scheduled		Increased Prioritized Spearheaded		Led Produced Strengthened	Mastered Proved Supervised	Orchestrated Recommended Surpassed
COMMUNICA Addressed Developed Influenced Presented Suggested	Arbitrated Directed Interpreted Promoted Synthesized	Arranged Directed Documented nterpreted Lectured Promoted Publicized		Authored Drafted Liaised Reconciled Verbalized		Collaborated Edited Mediated Recruited Wrote		Convinced Energized Moderated Reported	Corresponded Enlisted Negotiated Rewrote	Delivered Formulated Persuaded Spoke
RESEARCH Clarified Diagnosed Interpreted Surveyed	Collected Discovered Interviewed Systematized	overed Evaluated viewed Investigated		Conduc Examin Modele	ed	Constructed Extracted Organized		Critiqued Formed Resolved	Derived Identified Reviewed	Determined Inspected Summarized
TECHNICAL Assembled Installed Solved	Built Maintained Standardized	aintained Operate		Computed Optimized Upgraded		Designed Overhauled		Devised Programmed	Engineered Remodeled	Fabricated Repaired
TEACHING										
Adapted	Advised		Clarified	ł	Coache	ed	Con	nmunicated	Coordinated	Demystified
Enabled	Encouraged		Evaluated		Explair	ed Faci		litated	Guided	Informed
Persuaded	Set Goals		Stimulated		Studied	l	Taught		Trained	
QUANTITATIVE										
Administered	Allocated		Analyzed		Appraised		Audited		Balanced	Budgeted
Computed	Developed		Forecasted		Manag	ed	Mar	keted	Maximized	Minimized
Projected	Researched									
CREATIVE										
Acted	Composed		Conceiv	ed Conc		otualized	Created		Customized	Designed
Directed	Established		Fashioned		Founde	ed	Illus	strated	Initiated	Instituted
Introduced	Invented		Originated		Perform	ned	Plan	ined	Published	Redesigned
Revitalized	Shaped		Visualized							
HELPING										
Assessed	Assisted		Clarified		Coache	ed	Counseled		Demonstrated	d Diagnosed
Enhanced	Expedited		Facilitated		Familia	rized	Guided		Motivated	Participated
Provided	Referred		Rehabilitated		Represe	ented	Served		Supported	
ORGANIZATIONAL										
Approved	Accelerate	d	Added		Arrang	ed	Broa	adened	Cataloged	Centralized
Classified	Collected		Compiled		Compl	eted	Controlled		Defined	Dispatched
Expanded	Gained		Gathered		Genera	ted	Imp	lemented	Inspected	Launched
Operated	Organized		Prepared		Processed		Purchased		Recorded	Reduced
Retrieved	Screened		Selected		Simplif	ìed	Sold		Specified	Steered
Systematized	Tabulated		Unified		Updated		Utilized		Validated	Verified