

First Name Last Name

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Breakthrough Central Texas, Austin, Texas

Education

NAME OF UNIVERSITY

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

Thesis [Note: Optional]

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

City, State

Graduation Date

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

Study abroad coursework in XXXXXXXX

City, Country

Month Year – Month Year

Experience

ORGANIZATION

Position Title

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

ORGANIZATION

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City, State (or Remote)

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Leadership & Activities

ORGANIZATION

Role

City, State (or Remote)

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:

LEADERSHIP

Accomplished	Achieved	Administered	Analyzed	Assigned	Attained	Chaired	Consolidated
Contracted	Coordinated	Delegated	Developed	Directed	Earned	Evaluated	Executed
Handled	Headed	Impacted	Improved	Increased	Led	Mastered	Orchestrated
Organized	Oversaw	Planned	Predicted	Prioritized	Produced	Proved	Recommended
Regulated	Reorganized	Reviewed	Scheduled	Spearheaded	Strengthened	Supervised	Surpassed

COMMUNICATION

Addressed	Arbitrated	Arranged	Authored	Collaborated	Convinced	Corresponded	Delivered
Developed	Directed	Documented	Drafted	Edited	Energized	Enlisted	Formulated
Influenced	Interpreted	Lectured	Liaised	Mediated	Moderated	Negotiated	Persuaded
Presented	Promoted	Publicized	Reconciled	Recruited	Reported	Rewrote	Spoke
Suggested	Synthesized	Translated	Verbalized	Wrote			

RESEARCH

Clarified	Collected	Concluded	Conducted	Constructed	Critiqued	Derived	Determined
Diagnosed	Discovered	Evaluated	Examined	Extracted	Formed	Identified	Inspected
Interpreted	Interviewed	Investigated	Modeled	Organized	Resolved	Reviewed	Summarized
Surveyed	Systematized	Tested					

TECHNICAL

Assembled	Built	Calculated	Computed	Designed	Devised	Engineered	Fabricated
Installed	Maintained	Operated	Optimized	Overhauled	Programmed	Remodeled	Repaired
Solved	Standardized	Streamlined	Upgraded				

TEACHING

Adapted	Advised	Clarified	Coached	Communicated	Coordinated	Demystified
Enabled	Encouraged	Evaluated	Explained	Facilitated	Guided	Informed
Persuaded	Set Goals	Stimulated	Studied	Taught	Trained	

QUANTITATIVE

Administered	Allocated	Analyzed	Appraised	Audited	Balanced	Budgeted
Computed	Developed	Forecasted	Managed	Marketed	Maximized	Minimized
Projected	Researched					

CREATIVE

Acted	Composed	Conceived	Conceptualized	Created	Customized	Designed
Directed	Established	Fashioned	Founded	Illustrated	Initiated	Instituted
Introduced	Invented	Originated	Performed	Planned	Published	Redesigned
Revitalized	Shaped	Visualized				

HELPING

Assessed	Assisted	Clarified	Coached	Counseled	Demonstrated	Diagnosed
Enhanced	Expedited	Facilitated	Familiarized	Guided	Motivated	Participated
Provided	Referred	Rehabilitated	Represented	Served	Supported	

ORGANIZATIONAL

Approved	Accelerated	Added	Arranged	Broadened	Cataloged	Centralized
Classified	Collected	Compiled	Completed	Controlled	Defined	Dispatched
Expanded	Gained	Gathered	Generated	Implemented	Inspected	Launched
Operated	Organized	Prepared	Processed	Purchased	Recorded	Reduced
Retrieved	Screened	Selected	Simplified	Sold	Specified	Steered
Systematized	Tabulated	Unified	Updated	Utilized	Validated	Verified