Firstname Lastname

Home Street Address • City, State Zip • youremail@college.harvard.edu • phone number

Education

HARVARD UNIVERSITY Cambridge, MA
Degree, Concentration. GPA [Note: Optional] Graduation
Date Thesis [Note: Optional]
Relevant Coursework: [Note: Optional. Awards and honors can also be listed here.]

STUDY ABROAD [Note: If Applicable] City, Country
Study abroad coursework in_____. Month Year – Month Year

NAME OF HIGH SCHOOL City, State
[Note: May include GPA, SAT/ACT scores, or academic honors an employer may want to know] Graduation Date

Experience

ORGANIZATION City, State (or Remote)

Position Title 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 City, State
Position Title Month Year – Month Year

- With your next-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.

Leadership & Activities

ORGANIZATION City, State
Role 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.

Skills & Interests [Note: 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