YOUR NAME

• Email • phone number

EDUCATION

University….
Degree…., Concentration….. GPA [Graduation Date]
Thesis:……
Relevant Coursework: [Note: Optional. Awards and honors can also be listed here.]

University….
Degree…., Concentration….. GPA [Graduation Date]
Thesis:……
Relevant Coursework: [Note: Optional. Awards and honors can also be listed here.]

EXPERIENCE

Working/Research Experience
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 full sentence.

Position Title…. Month Year – Month Year

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LEADERSHIP AND ACTIVITIES

Organization…
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.

ACHIEVEMENTS

Achievements… 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 or achievements.

Skills & Interests [Note: Optional]

Technical: …
Language: …
Etc…