First Name Last Name

emailaddress@gmail.com
Phone number

Education

Most Recent Institution Attended **Expected Graduation Date**

Degree I attained *honors if applicable*

Work Experience

Most Recent Title **Month, Year - Month, Year**

Organization, City, State

- Summarize your role and responsibilities.
- Make these match grammatically by starting each point with a verb.
- Fit each point into one line, and include maximum 3 or 4 points.

Earlier Position **Month, Year - Month, Year**

Organization, City, State

- Include volunteer experience if you have not had paid jobs.
- Early in your career, you will most likely include everything possible!
- Later down the line, you may curate what is most relevant to your desired job.

Community Activities

Position Title **Month, Year - Month, Year**

Organization, Campus or City, State

- List role in campus organization, religious community, or sports team.
- Highlight responsibilities or skills gained, as above.
- Make the most of everything you have done so far. Think outside the box!

Extracurriculars

Organization and Club Memberships or Sport Leadership Role **Month, Year - Month, Year**

- List role in campus organization, religious community, or sports team.
- Highlight responsibilities or skills gained, as above.

Awards and Honors

- List any relevant awards **Month, Year**