

YOUR NAME

Address | Phone Number | Email

EDUCATION

Dates From-To *School Name*, Location, Degree or Major, **GPA: ###** (if you feel it will benefit you)

This can also include your high school information if you have just entered college.

Add any specific achievements, scholarships, or departmental awards *here*

EXPERIENCE

Dates From-To Job Title, *Company Name*

- Add **quantitative** details where possible in this section
- Use **strong action verbs** and specific adjectives to describe your responsibilities and achievements
- If you have multiple work experiences, choose those that complement the job you are applying for the most
- Do not include periods at the ends of your phrases

Jan 2019 - Dec 2019

Example: Campus Brand Ambassador, *Evolve Agency*

- **Executed** 3 campus-wide tabling events to increase brand awareness among college students
- **Acquired** a working knowledge of social media engagement tactics
- **Distributed** and **collected** # surveys from product users to determine brand reputation

LEADERSHIP & COMMUNITY INVOLVEMENT

List any specific achievements from volunteering or club leadership here. Be specific in what you were able to accomplish, remembering to include quantitative details and strong verbs.

PERSONAL INTERESTS & HOBBIES

Reserve this space to discuss any unique hobbies or interests you might have, but remember to keep this section brief.