<div align="center">

Name (14pt-16pt font)

City, State ZIP • Professional Email Address • Phone Number • Portfolio, Website, or LinkedIn Address (Optional)

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EDUCATION

Institution   City, State
Bachelor of Science/Art in Major   Month and Year Received/Expected
Concentration, Second Major, Minor, Emphasis
Academic Awards (optional)

RELEVANT EXPERIENCE (LIST PRESENT JOB 1ST to PAST JOBS)

Name of Company   City, State
Job Title   Month and Year Range
- Include 2-5 bullet points demonstrating skills you have gained through this position that relate back to the job description. Emphasize accomplishments over day-to-day tasks.
- Place an action verb at the beginning of a bullet point statement to make the statement impactful.
- Use quantifiers such as numbers, money amounts, or percentages whenever possible.

ADDITIONAL EXPERIENCE

Name of Company   City, State
Job Title   Month and Year Range
- An easy bullet-point formula is Task + Skill + Quantity + Result/Purpose.
- Do not feel you need to add each element of this formula to your bullet, but use it as a guide.
- Using the formula, you might create a bullet point that looks like the ones below.

PROJECT EXPERIENCE

Name of Project   City, State
Name of Course   Month and Year Range
- Communicated with customers by answering 50+ calls a day and directing them to the appropriate resource, resulting in increased customer satisfaction.
- Reacted quickly to address incoming patient needs when shadowing a team of 6 ER nurses.
- Led a team of 3 to design a website and establish a new user interface using Visual Basic to increase the number of clients at a local business.

CAMPUS & COMMUNITY INVOLVEMENT

Your Title (if applicable), *Club/Organization Name*   Month and Year Range
- As an option, add 2-3 bullet points to describe your role in the organization. Focus your contributions to the organization and quantify whenever possible.
- Pay attention to tense of your verb- use simple present or simple past tense to describe your action. Be as consistent as possible when formatting.

SKILLS

List skills in order of what most pertains to your field. Skills can include language, technical, or laboratory.

Skill 1	Skill 2	Skill 3
Skill 4	Skill 5	Skill 6

HONORS AND AWARDS

Name of Honor/Award/Grant   Month and Year Received