**Name**

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

**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**

**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