Name

Phone Number   E-mail Address   Street Address

EDUCATION HEADING

Degree, major   Expected Graduation Month, Year
University name, City, State
GPA

Honors and Awards Subheading
List of relevant academic honors   Semester, Year
Only list relevant awards to the job   Semester, Year

Relevant Courses Subheading

List of courses	Most relevant	Only list courses
in column format	courses go first	related to the job

EXPERIENCE HEADING (experiences can be more than just jobs!)

Title, Company, City, State   Inclusive Dates – Reverse chronological (most recent first)
- Use Action verb statements (AVS)
- Start with an action verb that describes a skill, ability, or accomplishment you gained or achieved at this experience
- Then explain how you got that skill and what you did, for example:
- Communicated with co-workers daily to ensure timely food delivery

Volunteer Title, Company, City, State   Month, Year – Month, Year
- 3-6 AVS per experience is suggested
- Be specific and use numbers when possible
- Use field-specific language, but avoid acronyms, for example:
- Developed three unique research proposals that passed the Institutional Review Board (IRB)

Project Title, Class name, City, State   Semester, Year
- Major projects and capstone project also qualify as experiences
- Use AVS to describe the project and skills you gained
- Describe the outcome or culmination of the project, for example:
- Presented the results of the study using PowerPoint to a class of 30 students

SKILLS HEADING

Computer: List computer skills that are relevant to job, you can use words like proficient or knowledgeable to indicate your skill level

Language: List language skills here, you can use words like fluent or conversational to indicate your skill level

Certifications: List any relevant certifications here, include dates if necessary

COMMUNITY SERVICE AND ACTIVITIES HEADING

Title, Organization, City, State   Month, Year
- Use AVS to describe the skills you gained, if necessary
- Activities can also be listed here if they are relevant or you gained a skill, for example:
- Coordinated with other team captains to lead and motivate team members before games