

Your Name

email@gmail.com

(555)555-1234

City, State

EDUCATION

Degree (written out, no abbreviations) in **Concentration**, Graduation Date (Month Year)

University- City, State

Major: _____ Minor: _____

GPA: _____

EXPERIENCE

Position, Date Range (Month Year- Present)

Company- Location

- Present tense action verb and position detail
- Different present tense verb and position detail number 2
- Different present tense verb and position detail number 3 (Minimum of three)

Position, Date Range (Month Year-Month Year)

Company- Location (Remote)

- Different past tense verb and position detail. If role or position was similar to newest/ most recent role, do not repeat descriptions but use a different task detail.
- Reminder: Minimum of three, limit repeating information
- Reminder: Everything is in Reverse Chronological Order per section

VOLUNTEER EXPERIENCE or COMMUNITY SERVICE

Volunteer, Name of Event, Date of Service (Month Year) or Date Range/ Seasonal Date Range

Organization- Location

- Appropriate tense action verb with task description. Minimum of one
- If 'Seasonal', write it as: Seasonal Month Year- Month Year

Type of Volunteer (Shelter Volunteer, etc.) Date of Service or Date Range/ Seasonal Date Range- # ____Hours
(No description)

HONORS & ACTIVITIES or LEADERSHIP EXPERIENCE or RESEARCH EXPERIENCE

Honor/Award Title- Date (Term Year or Month Year)

Honor Title (Honor Band, Honor Society, etc.), Date or Date Range (Term Year or Grade Level)

Role (Member, Vice President, Research Lead etc.), Date Range (Month Year- Month Year)

Board/ Club/ Organization/ Research Company- Location

- Appropriate tense action verb with task description and/or research publication title. Minimum of one.

SKILLS & CERTIFICATIONS

Hard skills; meaning they must be either measurable, provable in an interview, or attached to training.

Technology: Microsoft Office (Word, PowerPoint), Adobe, Canva, iMovie, etc.

Social Media: LinkedIn, Facebook, Instagram, etc.

Programming Language or Software: Python, HTML, EHR System, POS System, etc.

Languages: English (Native), Spanish (Fluent), French (Conversational)

Equipment: Nikon Camera, MacBook, BoomMic, Sound Board, etc.

Relevant Course Work: Ethical Decision Making (Term Year), Basics of Web Design (Term Year), etc.

Training: How to Train Your Dragon (Month Year), What not to Wear (Month Year), etc.

Certifications: Excel (Month Year), CPR (Expires Month Year), OSHA (Issued Month Year), etc.