First name Last name

City, State • email@example.com • (123) 456-7\*\*\*

Education

University Name — City, State

Degree, Major • GPA (optional) Graduation Date Thesis [Note: Optional]

Relevant Coursework: List selected courses, honors, or awards (optional)

Study Abroad (if applicable) City, Country

Study abroad coursework in [Field] Month Year – Month Year

High School Name City, State

GPA, academic honors, or test scores (optional) Graduation Date

Experience

Company or Organization State (or Remote)

Job Title Month Year – Month

- Start each bullet with an action verb

- Describe key achievements, responsibilities, and outcomes

- Quantify results when possible (e.g., "Increased sales by 20%")

- Avoid personal pronouns; write in concise, clear phrases

Another Company City, State

Job Title Month Year – Month Year

- Use the same approach as above for consistency

- Emphasize skills, results, and relevance to your goals

Leadership & Activities

Organization City, State

Role Month Year – Month Year

- Describe involvement or leave as a simple listing, depending on relevance

Skills & Interests

Technical: List tools, software, or platforms (e.g., Excel, Python)

Languages: Languages and proficiency level (e.g., Spanish – conversational)

Laboratory: Research/lab skills if applicable

Interests: Hobbies or unique personal interests (optional)