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FirstName LastName

Home or Campus Street Address • City, State Zip • youremail@college.harvard.edu • phone number

Education

Harvard University

Degree, Concentration, GPA [Note: GPA is Optional]

Cambridge, MA

Date

Graduation

Thesis [Note: Optional]

Relevant Coursework: [Note: Optional. Awards and honors can also be listed here.]

Study Abroad [Note: If Applicable]

City, Country

Study abroad coursework in _____.

Month Year – Month Year

High School Name

[Note: May include GPA, SAT/ACT scores, or academic honors an employer may want to know]

City, State

Graduation Date

Experience

Organization

City, State (or remote)

Position Title

Month Year – Month Year

- Beginning with most recent position, describe your experience, skills, and resulting outcomes in bullet form.
- Begin each line with an action verb and include details that will help the reader understand your accomplishments, skills, knowledge, abilities, or achievements.
- Quantify where possible.
- Do not use personal pronouns; each line should be a phrase rather than a full sentence.

Organization

City, State

Position Title

Month Year – Month Year

- With next-most recent position, describe your experience, skills, and resulting outcomes in bullet form.
- Begin each line with an action verb and include details that will help the reader understand your accomplishments, skills, knowledge, abilities, or achievements.
- Quantify where possible.
- Do not use personal pronouns; each line should be a phrase rather than a full sentence.

Leadership & Activities

Organization

City, State

Role

Month Year – Month Year

- This section can be formatted similarly to the Experience section, or you can omit descriptions for activities.
- If this section is more relevant to the opportunity you are applying for, consider moving this above your Experience section.

Skills & Interests [Note: Optional]

Technical: List computer software and programming languages and your level of fluency

Language: List foreign languages and your level of fluency

Laboratory: List scientific / research lab techniques or tools [If Applicable]

Interests: List activities you enjoy that may spark interview conversation