**NAME**

Location | Email | Contact details | linked.com/in/username

**EDUCATION**

**UNIVERSITY Name** *Location*

*Degree Name Duration*

Major/Minor

Cumulative GPA: 3.98/4.0 (GPA only if above 3.0); Dean’s List 2019-2020(If applicable)

Relevant Coursework: (More relevant subjects to JD)

**RESUME WORDED HIGH SCHOOL** *Location*

*International Baccalaureate/ Board: [optional] Duration*

**WORK EXPERIENCE**

**COMPANY** *(Company details, optional) Location*

*Position Duration*

* This section regarding experiences has bulleted accomplishments, which provide examples of when you successfully used the skills employers are seeking. Make sure you have between 2 and 5 bullet points in each section.
* Your bullet points should start with a strong action verb, which then follow with an explanation of what you were doing, describe how you did it, and most importantly if applicable, any achievements. Statements should convey your strengths/proficiencies in one or more skills that intrigue the employer by showing examples of when you have used them.
* When writing about your experience, consider these questions: What was the result/outcome of your work? What were your accomplishments? How did you impact the organization? What skills/knowledge did you grow? How does this experience relate to your internship/employment goal?
* Example: Led the transition to a paperless practice by implementing an Travel Grant system and a faster, safer, transparent and more accessible system; reduced time for average approval by 30%

**ACTIVITIES**

**CLUB / SOCIETY** *Location*

*Position held Duration*

* Write 2 bullet points which contain achievement with that position.
* Follow Action verb, metric & task format to form the sentence.

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*Position held Duration*

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**UNIVERSITY PROJECTS**

**PROJECT TITLE** *Duration*

* Write 2 bullet points which contain epitome of your project.
* Write achievable of methodology you have used for project.

**PROJECT TITLE** *Duration*

* Write 2 bullet points which contain epitome of your project.
* Write achievable of methodology you have used for project.

**ADDITIONAL**

**Technical Skills**: (Use Targeted Resume to find keywords to add)

**Languages:** (If you are applying for position where Language is necessary)

**Certifications & Training:** Professional certifications

**Awards:** Awards / Recognition