Home or Campus Street Address • City, State Zip • [youremail@college.harvard.edu](mailto:youremail@college.harvard.edu) • phone number

# Education

**Harvard University** Cambridge, MA

Degree, Concentration. GPA [Note: GPA is Optional] Graduation Date 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** City, State

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

# Organization

**Experience**

City, State (or Remote)

City, State

**Position Title** Month Year – Month Year

* Beginning with your 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 your 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