# **Firstname Lastname**

Home Street Address • City, State Zip • yourmail@college.harvard.edu • phone number

## Education

HARVARD UNIVERSITY  
Degree, Concentration. GPA [Note: Optional]  
Cambridge, MA  
Relevant Coursework: [Note: Optional. Awards and honors can also be listed here.]  
Graduation Date

## Experience

### ORGANIZATION

**Position Title** *City, State (or Remote) Month Year – Month Year*

• Beginning with your most recent position, describe your experience, skills, and resulting outcomes in bullet or paragraph 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

**Role** *City, State 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

Technical: List computer software and programming languages  
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