# FIRSTNAME LASTNAME

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## EDUCATION

**Harvard University**                                                                                      Cambridge, MA
PhD Degree, Concentration. GPA [Note: GPA is Optional]                              Month Year – Month Year

**Study Abroad [Note: If Applicable]**                                                                City, Country
Study abroad coursework in A, B ... .                                                          Month Year – Month Year

**High School Name**                                                                                         Cambridge, MA
[Note: May include GPA, SAT/ACT scores, or academic honors an employer may want to know]. Month Year – Month Year

## EXPERIENCE

**Organization**                                                                                      City, State (or Remote)
**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.

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## 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