

First & Last Name (14pt-18pt font)

Professional Email Address • Phone Number
Portfolio, Website or LinkedIn URL (Optional)

EDUCATION

Southeastern Louisiana University, City, State
Bachelor of Science /Arts in Name of Major, Month and Year Received/Expected
GPA:X.XX/4.00
Related Coursework, Study Abroad (optional)

RELEVANT EXPERIENCE

Name of Company, City, State

Job Title, Month Year - Month Year

- Include 3-5 bullet points demonstrating skills you have gained through this position that relate back to the job description. Emphasize accomplishments over day-to-day tasks.
- Place an action verb at the beginning of a bullet point statement to make the statement impactful.
- Use quantifiers such as numbers, money amounts, or percentages whenever possible.

CLASS PROJECT EXPERIENCE

Name of Project, City, State

Name of Course, Month Year - Month Year

- Include 3-5 bullet points demonstrating skills you have gained through your project. Emphasize accomplishments over project tasks.
- Continue to place an action verb at the beginning of a bullet point statement to make the statement impactful.
- For group projects, write a bullet point that describes your role in the team.

CAMPUS & COMMUNITY INVOLVEMENT

Club/Organization Name

Your Title/Role, Month Year - Month Year

- As an option, add 2-3 bullet points to describe your role in the organization. Focus your contributions to the organization and quantify whenever possible.
- Similar to the experience sections, begin each bullet point with a strong action verb.
- Use sections that are relevant to you; you can remove any sections that don't apply.

SKILLS

Computer: Microsoft Word, Excel, PowerPoint; Canva (only list skills here that are technical)
Language: Intermediate knowledge of written and conversational Spanish (you can include lab skills, languages spoken, or computer programs)

HONORS AND AWARDS

Name of Honor/Award/Grant, Month and Year Given
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