

# 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

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**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

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**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

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**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

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**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

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

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