

FirstName LastName

Home or Campus Street Address • City, State Zip • youremail@college.harvard.edu • phone number

Education

Harvard University

Degree, Concentration, GPA [Note: GPA is Optional]

Cambridge, MA

Graduation Date

Relevant Coursework or Thesis: [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

[May include GPA, SAT scores, or academic honors an employer may want to know]

Graduation Date

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 paragraph form. [Note: 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 paragraph form. [Note: 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. Avoid the use of articles so descriptions flow more smoothly.]

Leadership & Activities

Organization

City, State

Role

Month Year – Month Year

[Note: 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 above your Experience section.]

Organization

City, State

Role

Month Year – Month Year

[Note: 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