

**Firstname**  
**Lastname**

P

Home Address • XXXX@gmail.com • phone number: +

**Bachelors Degree**

Information systems and management

**NAME OF HIGH SCHOOL:**

**ORGANIZATION**

City, State (or  
Remote)

**Experience**

**Position Title**

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.

**ORGANIZATION**

City, State

**Position Title**

Month Year – Month Year

- With your next-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**

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:** C/C++, SQL, Linux

**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