**Your Name**

Home Street Address • City, State, Zip, Country • professional email address • phone number

Write your summary here in two or three brief sentences.

EDUCATION

University Name City, State, Country

**Degree, Concentration** Graduation Date

GPA, Honors

RELEVANT COURSEWORK

Course Name 1

Course Name 2

Course Name 3

Course Name 4

RELATED EXPERIENCE

Organization/Company Name City, State, Country

**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 full sentence.

Organization/Company Name City, State, Country

**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 full sentence.

ADDITIONAL EXPERIENCE

Organization/Company Name City, State, Country

**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 full sentence

ACTIVITIES

Group/Organization, **Role** (if applicable)Month Year – Month Year

Group/Organization, **Role** (if applicable)Month Year – Month Year

SKILLS

Technical**:** List computer software and programming languages

Language**:** List foreign languages and your level of fluency