

## 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]

Relevant Coursework or Thesis: [Note: Optional. Awards and honors can also be listed here.]

Cambridge, MA

Graduation Date

#### Study Abroad [Note: If Applicable]

Study abroad coursework in\_\_\_\_\_.

City, Country

Month Year – Month Year

#### High School Name

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

City, State

Graduation Date

### Experience

#### Organization

#### Position Title

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.]

City, State (or Remote)

Month Year – Month Year

#### Organization

#### Position Title

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.]

City, State

Month Year – Month Year

### Leadership & Activities

#### Organization

#### Role

[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.]

City, State

Month Year – Month Year

#### Organization

#### Role

[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.]

City, State

Month Year – Month Year

### 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