FULL NAME

**Desired Job Title**

**Short Professional Summary**



City, Country • LinkedIn URL • [youremail@college.harvard.edu](mailto:youremail@college.harvard.edu) • phone number

# Experience



**ORGANIZATION (Industry/Type of Company)** 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.

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# Leadership & Activities

**ORGANIZATION (Industry/Type of Company)** 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**

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

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

**Laboratory:** List scientific / research lab techniques or tools [If Applicable]

# Education

**HARVARD UNIVERSITY** City, State

Degree, Concentration. GPA [Note: Optional] Date

Thesis [Note: Optional]

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