**First & Last Name (14pt-18pt font)**

Professional Email Address • Phone Number

Portfolio, Website or LinkedIn URL (Optional)

**EDUCATION**

Southeastern Louisiana University, City, State

Bachelor of Science /Arts in Name of Major, Month and Year Received/Expected

GPA:X.XX/4.00

Related Coursework, Study Abroad (optional)

**RELEVANT EXPERIENCE**

**Name of Company**, City, State

*Job Title*, Month Year - Month Year

● Include 3-5 bullet points demonstrating skills you have gained through this position that relate back to the job description. Emphasize accomplishments over day-to-day tasks.

● Place an action verb at the beginning of a bullet point statement to make the statement impactful.

● Use quantifiers such as numbers, money amounts, or percentages whenever possible.

**CLASS PROJECT EXPERIENCE**

**Name of Project**, City, State

*Name of Course*, Month Year - Month Year

● Include 3-5 bullet points demonstrating skills you have gained through your project. Emphasize accomplishments over project tasks.

● Continue to place an action verb at the beginning of a bullet point statement to make the statement impactful.

● For group projects, write a bullet point that describes your role in the team.

**CAMPUS & COMMUNITY INVOLVEMENT**

**Club/Organization Name**

*Your Title/Role*, Month Year - Month Year

● As an option, add 2-3 bullet points to describe your role in the organization. Focus your contributions to the organization and quantify whenever possible.

● Similar to the experience sections, begin each bullet point with a strong action verb.

● Use sections that are relevant to you; you can remove any sections that don’t apply.

**SKILLS**

**Computer**: Microsoft Word, Excel, PowerPoint; Canva (only list skills here that are technical)

**Language**: Intermediate knowledge of written and conversational Spanish (you can include lab skills, languages spoken, or computer programs)

**HONORS AND AWARDS**

Name of Honor/Award/Grant, Month and Year Given

Name of Honor/Award/Grant, Month and Year Given