# FirstName LastName

Home or Campus Street Address • City, State Zip • [youremail@college.harvard.edu](mailto:youremail@college.harvard.edu) • phone number

## Education

|  |  |
| --- | --- |
| **Harvard University** | Cambridge, MA |
| Degree, Concentration. GPA [*Note*: GPA is Optional] | Graduation Date |

Thesis [*Note*: Optional]

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

|  |  |
| --- | --- |
| **Study Abroad** [Note: If Applicable] | City, Country |
| Study abroad coursework in [fill in the blank]. | Month Year – Month Year |

|  |  |
| --- | --- |
| **High School Name** | City, State |
| [Note: May include GPA, SAT/ACT scores, or academic honors an employer may want to know] | Graduation Date |

## Experience

|  |  |
| --- | --- |
| **Organization** | City, State (or remote) |
| Position Title | Month Year – Month Year |

* Beginning with most recent position, describe your experience, skills, and resulting outcomes in bullet 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 (or remote) |
| Position Title | Month Year – Month Year |

* With next-most recent position, describe your experience, skills, and resulting outcomes in bullet 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 |
| Position Title | 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**: List computer software and programming languages and your level of fluency
* **Language**: First 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