

## Firstname Lastname

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Home or Campus Street Address • City, State Zip • 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 . 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 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 a full sentence.

**Organization** City, State (or Remote)  
**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.

### Leadership & Activities

**Organization** 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 & Interests [Note: Optional]

**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]

**Interests:** List activities you enjoy that may spark interview conversation