

NAME
email | phone number

EDUCATION

- **University** (YYYY – YYYY), GPA or Grades
 - Student Organizations:
 - Academic Awards:

PROFESSIONAL EXPERIENCE

- Role, **Organization**, *City/Country* (MM/YYYY – MM/YYYY)
 - What you did at the organization. Past experiences should be written in past tense (“Worked...”) while current experiences should be written in present continuous tense (“Working...”)
 - If you have several volunteer experiences or research experiences, you can add a section after this one titled “VOLUNTEER EXPERIENCE” or “RESEARCH EXPERIENCE” and list relevant experiences in a similar format in those sections.

VOLUNTEER EXPERIENCE

- Role, **Organization**, *City/Country* (MM/YYYY – MM/YYYY)
 - What you did at the organization.

DISTINCTIONS

- Award Received, **Organization** (YYYY)

SKILLS

- Computer Skills
- Language Skills

See sample on next page.

JOHN SMITH

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EDUCATION

- **Harvard University** (2014 – 2018), GPA: 3.6
 - Student Organizations: President of UC Berkeley Journalists Association, Member of Cal Sailing Club, Swim Team Athlete
 - Academic Awards: Dean's List, Youngman Merit Scholar

PROFESSIONAL EXPERIENCE

- Editor, **New York Messenger Youth Journal**, *New York City, NY* (08/2018–Present)
 - Leading editorial team for the Youth Journal and designing creative content.
 - Mentoring youth through Bronx Outreach Program.
 - Raised journal viewership by 148%.
- President, **Harvard University Newspaper**, *Boston, MA* (04/2016–06/2018)
 - Managed newspaper content, social events on campus, and newspaper departments.
 - Organized crowdfund that raised \$8,600 dollars for our centennial anniversary.
- Research Intern, **Media Bias Project**, **Harvard University**, *Boston, MA* (01/2014–05/2014)
 - Researched the prevalence of media bias in city newspapers in Boston, Lancaster, and Concord.
 - Created a media bias scale using R programming and Boston Forever datasets.
 - Presented research at the World Journalism Conference in Washington, DC.

VOLUNTEER EXPERIENCE

- Volunteer, **Delhi Marathon Committee**, *Mumbai, India* (06/2018 – 08/2018)
 - Organized food deliveries during the Delhi Marathon to participants.
 - Raised awareness through designing flyers and conducting social media outreach.

DISTINCTIONS

- Gold Medal Service Award, **U.S. President's Volunteer Association** (2018)
- STEM Fair Judge, **Intel Journalism in Science Fair** (2017)

SKILLS

- Proficient in R, STATA, and HTML. Excellent at Microsoft Office.
- Fluent in English and Hindi, Colloquial in Spanish