

## Name (14pt-16pt font)

Professional Email Address • and/or LinkedIn Address (Optional)

### EDUCATION

Institution	City, State
<i>Bachelor of Science/Art in Major</i>	Month and Year Received/Expected
Concentration, Second Major, Minor, Emphasis	
Academic Awards (optional)	

### CAMPUS & COMMUNITY INVOLVEMENT

Your Title (if applicable), Club/Organization Name (xx hours week/month)	Month and Year Range
<ul style="list-style-type: none"><li>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.</li><li>Pay attention to tense of your verb- use simple present or simple past tense to describe your action. Be as consistent as possible when formatting.</li></ul>	

### WORK (List All Employers)

Name of Company	City, State
<i>Job Title (xx hours week or month)</i>	Month and Year Range
<ul style="list-style-type: none"><li>Include 2-5 bullet points demonstrating skills you have gained through this position that relate back to the job description. Emphasize accomplishments over day-to-day tasks.</li><li>Place an action verb at the beginning of a bullet point statement to make the statement impactful.</li><li>Use quantifiers such as numbers, money amounts, or percentages whenever possible.</li></ul>	

### CO-OPS/INTERNSHIPS

Name of Company	City, State
<i>Job Title</i>	Month and Year Range
<ul style="list-style-type: none"><li>An easy bullet-point formula is Task + Skill + Quantity + Result/Purpose.</li><li>Do not feel you need to add each element of this formula to your bullet, but use it as a guide.</li><li>Using the formula, you might create a bullet point that looks like the ones below.</li></ul>	

### PROJECTS (Personal and Professional)

Name of Project	Month and Year Range
<i>Name of Course</i>	Month and Year Range
<ul style="list-style-type: none"><li>Communicated with customers by answering 50+ calls a day and directing them to the appropriate resource, resulting in increased customer satisfaction.</li><li>Reacted quickly to address incoming patient needs when shadowing a team of 6 ER nurses.</li><li>Led a team of 3 to design a website and establish a new user interface using Visual Basic to increase the number of clients at a local business.</li></ul>	

### HONORS AND AWARDS

Name of Honor/Award/Grant	Month and Year Received

### SKILLS

List skills in order of what most pertains to your field. Skills can include language, technical, or laboratory.

Skill 1	Skill 2	Skill 3
Skill 4	Skill 5	Skill 6