

Name (14pt-16pt font)

EDUCATION

Institution

Bachelor of Science/Art in Major
Concentration, Second Major, Minor, Emphasis
Academic Awards (optional)

City, State
Month and Year Received/Expected

CAMPUS & COMMUNITY INVOLVEMENT

Your Title (if applicable), *Club/Organization Name* (xx hours week/month)

Month and Year Range

- 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.
- 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.

WORK (*List All Employers*)

Name of Company

Job Title (xx hours week/month)

City, State
Month and Year Range

- 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.
- 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.

CO-OPS/INTERNSHIPS

Name of Company

Job Title (xx hours week/month)

City, State
Month and Year Range

- An easy bullet-point formula is Task + Skill + Quantity + Result/Purpose.
- Do not feel you need to add each element of this formula to your bullet, but use it as a guide.
- Using the formula, you might create a bullet point that looks like the ones below.

PROJECTS (*Personal, Academic, or Community-Based*)

Name of Project

Name of Course (If applicable)

Month and Year Range

- **What You Did + Who/What It Impacted + Measurable Outcome or Purpose**
- Developed a mobile app, StudyConnect, using Python to help local high school students access study resources, increasing academic support access by 30%.
- Collaborated with a team of four to implement a low-cost water filtration prototype, benefiting underserved communities by improving access to clean water through a more affordable and sustainable design.
- Conducted research on mental health trends and translated findings into clear insights for college students, increasing awareness of stress management resources.

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