

Name (14pt-16pt font)

City, State ZIP • Professional Email Address • Phone Number • or LinkedIn Address (Optional)

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*

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

City, State

Job Title

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

City, State

Job Title

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 and Professional*)

Name of Project

City, State

Name of Course

Month and Year Range

- Communicated with customers by answering 50+ calls a day and directing them to the appropriate resource, resulting in increased customer satisfaction.
- Reacted quickly to address incoming patient needs when shadowing a team of 6 ER nurses.
- 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.

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