

First Name Last Name

Home or Campus Street Address • City, State Zip • Email • phone number

EDUCATION

University Name

City, Country

Degree, Concentration. GPA

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 [fill in the blank].

Month Year – Month Year

High School Name

City, State

[*Note*: May include GPA, or academic honors the admissions committee may want to know]

Graduation Date

EXPERIENCE

Organization

City, State (or remote)

Position Title

Month Year – Month Year

- Starting from your latest role, list your background, expertise, and achievements using bullet points.
- Open every bullet with a strong action verb and add specific details to highlight your contributions, strengths, expertise, or successes.
- Provide measurable data whenever applicable.
- Refrain from using personal pronouns; each bullet should be written as a concise phrase, not a complete sentence.

Organization

City, State (or remote)

Position Title

Month Year – Month Year

- With next-most recent position, describe your experience, skills, and resulting outcomes in bullet form.
- Open every bullet with a strong action verb and add specific details to highlight your contributions, strengths, expertise, or successes.
- Provide measurable data whenever applicable.
- Refrain from using personal pronouns; each bullet should be written as a concise phrase, not a complete sentence.

LEADERSHIP & ACTIVITIES

Organization

City, State

Position Title

Month Year – Month Year

- This section may be structured like the Experience section, or you can choose to leave activity descriptions.
- If this section better aligns with the opportunity you are seeking, consider placing it above your Experience section.

SKILLS & INTERESTS

- **Technical**: List computer software and programming languages and your level of fluency
- **Language**: First 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