

# YOUR NAME

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Address • (213) 555-5555 • E-mail address (no hyperlink)

## EDUCATION

**Current Institution** – City, State **Month Year**  
*Degree* (please use the following format: *Bachelor of Name of Degree in Major: Minor: (if applicable)*)  
Cumulative GPA: 3.94

**Previous Institution** – City, Country (if applicable) **Month-Month Year**  
*Study Abroad*

## EXPERIENCE

**Most Recent Employer** – City, State **Month Year – Month Year**  
*Position Title*

- Describe achievements in terms of specific actions and measurable results
- Use a variety of verbs at the beginning of bullets to avoid repetition

**Previous Employer** – City, State **Month Year – Month Year**  
*Position Title*

- Include as many bulleted statements as needed to convey key skills and accomplishments
- Avoid using technical terminology or acronyms that others would not understand

**Previous Employer** – City, State **Month Year – Month Year**  
*Position Title*

- Include as many bulleted statements as needed to convey key skills and accomplishments
- Avoid using technical terminology or acronyms that others would not understand

## ACTIVITIES

**Organization Name, Position Title** **Month Year – Month Year**  
• Showcase transferable skills and achievements that are most relevant to the position or industry of interest

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## SKILLS AND INTERESTS

- *Computer*: list relevant skills/software e.g. Microsoft Office, Adobe Acrobat, JavaScript
- *Interests*: list hobbies, sports, etc.
- *Language Fluency*: (Native, Advanced, or Conversational for languages other than English) (optional)