

Name

Street Address
City, State, ZIP

Phone
Email

EDUCATION

University

Most recent degree

Major:

GPA: (for bachelor's degree, only list if > 3.0)

City, State

graduation date

Community College or Other school

Other degree

Major:

GPA: (for associate degree, only list if > 3.0)

City, State

graduation date

KEY ACADEMIC PROJECTS

Course Name

Month Year- Month Year

Project Name

- Highlight 2-3 accomplishments within your project to showcase transferable skills.
- Use action verbs
- Show some outcomes/results; quantify, if possible

EXPERIENCE

Company Name

City, State

Position Title (Most recent)

Month Year – Present

- Use bullet points to highlight accomplishments you have in your job. Quantify as much as possible, e.g.- Improved satisfaction by 20% among client partners through listening to their problems and introducing a structured approach to solving them.
- You should include at least 2-3 bullets per position, if possible.
- Vary the action verbs you use at the beginning of each bullet

Company Name, City, State, Country (if not US)

Previous Position Title

Month Year – Month Year

- Accomplishment
- Accomplishment
- Accomplishment

OTHER

Honors:

Affiliations:

Languages:

Computer Skills: