**Full Name**

Address, City, State Zip ▪ [emailaddress@mail.com](mailto:emailaddress@mail.com) ▪ ###-###-####

**EDUCATION**

**Undergraduate School City, State**

*Bachelor of Degree Month, Year*

* Honors/Activities:
* GPA: #/4.0
* [High School GPA: #/4.0; SAT: #/2400]
* Honors:
* Relevant Coursework:
* Technical Skills:

**PROFESSIONAL EXPERIENCE**

Company  **City, State**

***Position***  *Month, Year – Month, Year*

*Summary of company industry if not well known; this provides context for job (good starting place is your company’s mission statement).*

* Responsibilities.
* Action; impact.
* Action; impact.
* Action; impact.

Company  **City, State**

***Position***  *Month, Year – Month, Year*

* Responsibilities.
* Action; impact.
* Action; impact.

Company  **City, State**

***Position***  *Month, Year – Month, Year*

* Responsibilities.
* Action; impact.
* Action; impact.

**LEADERSHIP & ACTIVITIES**

Organization  **City, State**

***Position***  *Month, Year – Month, Year*

*Summary of organization purpose if not well known; this provides context for job (good starting place is organization mission statement).*

* Responsibilities.
* Action; impact.
* Action; impact.

Association  **City, State**

***Position***  *Month, Year – Month, Year*

* Responsibilities.
* Action; impact.

**ADDITIONAL INFORMATION/SKILLS AND INTERESTS (pick one title—these are just examples)**

**Technical Training:** use this area to highlight technical skills you have that are unique

**Languages:** Language (fluent) 🞍 Language (conversational)

**Achievements:** Any recognition, awards, honors

**Interests:** Include any interests you have