Your Name

Telephone Number | E-mail Address | LinkedIn Address

**Skills/Capabilities/Expertise**

* You will need three to four bullets in this area detailing your different skills and qualifications. Examples include: proficiencies in software, additional languages, web-based applications or other technical background, public speaking and presentations, analysis, communications, relevant training certifications

**Education**

**Current/Most Recent University**, City, State

Degree Obtained, Graduation (Month Year)

GPA:

Relevant Coursework (Optional)

**Prev/Undergrad University Name**, City, State

Degree Obtained, Graduation (Month Year)

GPA:

Relevant Coursework (Optional)

**Analytical/Research/Project Experience (If Applicable)**

**Name of the Experience, Institution Name,** City, State **Experience Dates**

Job Title

* Clearly define what type of research was performed and what value was added at the completion of the project.

**Work Experience**

**Company Name, Location Employment Dates (Month Year-Month Year)**

Job Title

* Clearly define what type of tasks you completed (accomplishments and contributions) on a regular basis in this employment position. Begin with the *most important*. Be sure to include three to four bullet points for each job. Quantify wherever possible.

**Company Name, Location Employment Dates (Month Year-Month Year)**

Job Title

* Clearly define what type of tasks you completed (accomplishments and contributions) on a regular basis in this employment position. Begin with the *most important*. Be sure to include three to four bullet points for each job. Quantify wherever possible.

**Company Name, Location Employment Dates (Month Year-Month Year)**

Job Title

* Clearly define what type of tasks you completed (accomplishments and contributions) on a regular basis in this employment position. Begin with the *most important*. Be sure to include three to four bullet points for each job. Quantify wherever possible.

**Honors/Leadership/Activities**

* List any academic and scholarship honors, extracurricular and volunteer activities, and leadership roles that you have filled. Start with the *most important*. If you made President’s List, Dean’s List, or other Academic Honor Roll, list the number of semesters in ().