**NAME**

address | phone number | email address

**EDUCATION**

**University Name** City, State

Bachelor of <insert degree name>, <include emphasis or minor if relevant> graduation month and year

* Relevant clubs, activities, honors, and/or awards
* GPA (if above 3.5)

**EXPERIENCE**

**Organization Name** City, State

*Job Title* Month Year – Month Year (or “present”)

* action and result
* action and result
* action and result

**Organization Name** City, State

*Job Title* Month Year – Month Year (or “present”)

* action and result
* action and result
* action and result

**Organization Name** City, State

*Job Title* Month Year – Month Year (or “present”)

* action and result
* action and result
* action and result

**LEADERSHIP & COMMUNITY SERVICE**

**Organization Name** City, State

*Job Title* Month Year – Month Year (or “present”)

* action and result
* action and result

**Organization Name** City, State

*Job Title* Month Year – Month Year (or “present”)

* action and result
* action and result

**ADDITIONAL INFORMATION**

* **Certifications**: <list relevant certifications, or omit this line if not applicable>
* **Computer Skills**: Proficient in <list relevant software programs>
* **Other Skills**: <list skills such as creativity, leadership, communication, etc.>
* **Interests**: <list hobbies, interests, unique experiences, etc.>