

## **Header (write your name in big, bold letters)**

Phone Number

Email Address (professional email address; non-hyperlink format)

City, State (full address is not necessary; can include home city in addition to school)

### **Education**

School's name | Location | Type of degree being earned, major | Expected date of graduation

- Can include academic awards or achievements under the school's name
- Can also include information about your thesis
- Can include coursework relevant to the position

### **Experience (work, internship, volunteer, club, research, etc.)**

Position | Organization | City, State | Month and Year – Month and Year

- Include bullet points underneath each experience where you describe accomplishments and skills gained (Increased newsletter readership by 20% through adding new content).
- Each bullet point should begin with an action verb. There should be no first-person statements.
- Include numbers when possible.
- 3-5 bullet points is a good amount.

### **Involvement or Leadership (community or on-campus)**

Position | Organization | City, State | Month and Year – Month and Year

- You can include bullet points or simply list your involvement experiences.

### **Skills**

List "hard skills" (skills that can be measured or tested). You can group by types of skills (foreign language, software packages, programming languages, etc.) and include proficiency levels.

- **Foreign languages:** Advanced French; Conversational Spanish
- **Design software:** Experience with Photoshop, InDesign, and Illustrator

### **Honors or Awards**

List awards you have received and when/where you received them. Include the context of the award (ex. was it granted for academic achievement?).

- **McGill Lawrence Award, Summer 2017**  
*Internship funding awarded through competitive application process at Reed College*