First Name Last Name

NOTES for this template: to maintain consistency, be sure to use 3pt paragraph spacing after each new section heading and group of bullets. Also, delete this textbox. ☺

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**PROFESSIONAL SUMMARY**

* Briefly describe the skills and experience that make you the right fit for the position, tailored to the job description
* Include skills that define you and make you stand out, and include context for how you developed or applied them
* Can use bullets or a short paragraph (maximum of three to five bullets or sentences)

**EDUCATION**

**CURRENT OR MOST RECENT UNIVERSITY** City, ST

Degree in Field of Study Month 20xx

* GPA: X.XX
* *Thesis, Capstone, or Dissertation Title*

**PREVIOUS UNIVERSITY** City, ST

Degree in Field of Study (Concentration if applicable) Month 20xx

* Graduated *magna cum laude*, GPA: X.XX
* Prestigious Competition results, Award earned, or Fellowship achieved

**ADDITIONAL PREVIOUS UNIVERSITY OR STUDY ABROAD PROGRAM** City, Country

Degree or Semester of International Study in Field of Study Graduation month and year OR Dates of attendance

* *Thesis/Capstone Title OR Prestigious Fellowship, etc.*

**INTERNSHIP EXPERIENCE (could also be called RELATED EXPERIENCE)**

**MOST RECENT COMPANY OR ORGANIZATION** City, ST

*Job Title* Month 20xx – Month 20xx

* Accomplishments and accountabilities in following formula:
* *action verb + accomplishment/accountability + results (example below)*
* Generated $75,000 gross savings from costs associated with deferred maintenance errors by expanding Your Streets, a new online road construction request program serving local residents
* Highlight specific skills, qualities and attributes demonstrated
* *(maximum of three to five bullet points)*

**PREVIOUS COMPANY OR ORGANIZATION** City, ST

*Job Title* Month 20xx – Month 20xx

* Accomplishments and accountabilities in following formula:
* *action verb + accomplishment/accountability + results (example below)*
* Developed new brand strategy and re-launched product gaining additional 15% market share in frozen foods category

**LEADERSHIP & SERVICE**

**ORGANIZATION NAME** City, ST

*Position Title or Role* Month 20xx – Month 20xx

* Accomplishments and accountabilities in following formula:
* *action verb + accomplishment/accountability + results (example below)*
* Managed committee’s $5,000+ annual budget to finance operations, technology improvements, and events promotion

**ORGANIZATION NAME** City, ST

*Position Title or Role* Month 20xx – Month 20xx

* Accomplishments and accountabilities in following formula:
* *action verb + accomplishment/accountability + results (example below)*

**ORGANIZATION NAME** City, Country

*Position Title or Role* Month 20xx – Month 20xx

* Accomplishments and accountabilities in following formula:
* *action verb + accomplishment/accountability + results (example below)*
* Collaborated with 3 licensed professional engineers to complete innovative design that increased water flow by 50%

**SKILLS & INVOLVEMENT**

**Languages**: List of languages including level of fluency (e.g. Proficient in French)

**Involvement**: List of roles in orgs other than those listed under Leadership & Service (e.g. Admissions ambassador)

**Computer Skills**: List of technical skills or programs including hours of experience [e.g. SolidWorks (1,000+ hours)]

**Interests**: Brief list of related or outside interests (e.g. International Travel)