**First Name Last Name**

emailaddress@gmail.com

Phone number

**Education**

Most Recent Institution Attended **Expected Graduation Date**

**Degree I attained** *honors if applicable*

**Work Experience**

**Most Recent Title Month, Year - Month, Year**

Organization, City, State

* Summarize your role and responsibilities.
* Make these match grammatically by starting each point with a verb.
* Fit each point into one line, and include maximum 3 or 4 points.

**Earlier Position Month, Year - Month, Year**

Organization, City, State

* Include volunteer experience if you have not had paid jobs.
* Early in your career, you will most likely include everything possible!
* Later down the line, you may curate what is most relevant to your desired job.

**Community Activities**

**Position Title Month, Year - Month, Year**

Organization, Campus or City, State

* List role in campus organization, religious community, or sports team.
* Highlight responsibilities or skills gained, as above.
* Make the most of everything you have done so far. Think outside the box!

**Extracurriculars**

Organization and Club Memberships or Sport Leadership Role **Month, Year - Month, Year**

* List role in campus organization, religious community, or sports team.
* Highlight responsibilities or skills gained, as above.

**Awards and Honors**

* List any relevant awards **Month, Year**