FirstName LastName

Home or Campus Street Address • City, State Zip • youremail@college.harvard.edu • phone number

Education

Harvard University   Cambridge, MA
Degree, Concentration. GPA [Note: GPA is Optional]   Graduation
Date Relevant Coursework or Thesis: [Note: Optional. Awards and honors can also be listed here.]

Study Abroad [Note: If Applicable]   City, Country
Study abroad coursework in_____.   Month Year – Month Year

High School Name   City, State
[May include GPA, SAT scores, or academic honors an employer may want to know]   Graduation Date

Experience

Organization   City, State (or Remote)
Position Title   Month Year – Month Year
Beginning with your most recent position, describe your experience, skills, and resulting outcomes in bullet or paragraph form. [Note: Begin each line with an action verb and include details that will help the reader understand your accomplishments, skills, knowledge, abilities, or achievements. Quantify where possible. Do not use personal pronouns; each line should be a phrase rather than a full sentence.]

Organization   City, State
Position Title   Month Year – Month Year
With your next-most recent position, describe your experience, skills, and resulting outcomes in bullet or paragraph form. [Note: Begin each line with an action verb and include details that will help the reader understand your accomplishments, skills, knowledge, abilities, or achievements. Quantify where possible. Do not use personal pronouns; each line should be a phrase rather than a full sentence. Avoiding the use of articles can make your descriptions flow more smoothly.]

Leadership & Activities

Organization   City, State
Role   Month Year – Month Year
[Note: This section can be formatted similarly to the Experience section, or you can omit descriptions for activities. If this section is more relevant to the opportunity you are applying for, consider moving this above your Experience section.]

Organization   City, State
Role   Month Year – Month Year
[Note: This section can be formatted similarly to the Experience section, or you can omit descriptions for activities. If this section is more relevant to the opportunity you are applying for, consider moving this above your Experience section.]

Skills & Interests [Note: Optional]

Technical: List computer software and programming languages
Language: List foreign languages and your level of fluency
Laboratory: List scientific / research lab techniques or tools [If Applicable]
Interests: List activities you enjoy that may spark interview conversation