Name (14pt-16pt font)

| Professional Email Address | Phone Number | Portfolio, Website, or LinkedIn Address |

EDUCATION

Institution City, State
Bachelor of Science in Major Month and Year Received/Expected
Concentration, Second Major, Minor, Emphasis
Academic Awards (optional)

RELEVANT EXPERIENCE

Name of Company City, State
Job Title Month and Year Range
- Include 3-5 bullet points demonstrating skills you have gained through this position that relate back to the job description. Emphasize accomplishments over day-to-day tasks.
- Place an action verb at the beginning of a bullet point statement to make the statement impactful.
- Use quantifiers such as numbers, money amounts, or percentages whenever possible.

Name of Company City, State
Job Title Month and Year Range
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- Place an action verb at the beginning of a bullet point statement to make the statement impactful.
- Use quantifiers such as numbers, money amounts, or percentages whenever possible.

PROJECT EXPERIENCE

Name of Project City, State
Name of Course Month and Year Range
- Communicated with customers by answering 50+ calls a day and directing them to the appropriate resource, resulting in increased customer satisfaction.
- Reacted quickly to address incoming patient needs when shadowing a team of 6 ER nurses.
- Led a team of 3 to design a website and establish a new user interface using Visual Basic to increase the number of clients at a local business.

CAMPUS & COMMUNITY INVOLVEMENT

Your Title (if applicable), *Club/Organization Name* Month and Year Range
- As an option, add 2-3 bullet points to describe your role in the organization. Focus your contributions to the organization and quantify whenever possible.
- Pay attention to tense of your verb- use simple present or simple past tense to describe your action. Be as consistent as possible when formatting.

SKILLS

List skills in order of what most pertains to your field. Skills can include language, technical, or laboratory.

| Skill 1 | Skill 2 | Skill 3 |
| Skill 4 | Skill 5 | Skill 6 |

HONORS AND AWARDS

Name of Honor/Award/Grant Month and Year Received