FirstName LastName

Home or Campus Street Address • City, State Zip • [youremail@college.harvard.edu](mailto: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

# Organization

**Experience**

City, State (or Remote)

City, State

**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