[Name]

Contact information and other header information

**Education**

[INSTITUTION NAME and location] Graduation: [Month Year]

[*Degree Name*] Cumulative GPA: [#.#/#.#]

[minors, certificates, concentrations, etc]

**Work Experience**

[ORGANIZATION/COMPANY and location] [month year – month year]

[*position/title*]

* [description, action verb + what + how + why]
* [description, action verb + what + how + why]
* [description, action verb + what + how + why]

[ORGANIZATION/COMPANY and location] [month year – month year]

[*position/title*]

* [description, action verb + what + how + why]
* [description, action verb + what + how + why]
* [description, action verb + what + how + why]

**Honors and Awards**

[name of award] [date- semester year or month year]

[name of award] [date- semester year or month year]

[name of award] [date- semester year or month year]

[name of award] [date- semester year or month year]

**Leadership Experience**

[ORGANIZATION/CLUB and location] [month year – month year]

[*title*]

* [description, action verb + what + how + why]
* [description, action verb + what + how + why]
* [description, action verb + what + how + why]

[ORGANIZATION/CLUB and location] [month year – month year]

[*title*]

* [description, action verb + what + how + why]
* [description, action verb + what + how + why]
* [description, action verb + what + how + why]