[Name]

[Email] • [Phone Number] • [City, State]

**EDUCATION**

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

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

[minors, certificates, concentrations, etc]

**PROFESSIONAL EXPERIENCE**

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

[*position/title*]

* [action verb/what you did + how you did it + what it resulted in]
* [action verb/what you did + how you did it + what it resulted in]
* [action verb/what you did + how you did it + what it resulted in]

**RELEVANT COURSEWORK**

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

[*title*]

* [action verb/what you did + how you did it + what it resulted in]
* [action verb/what you did + how you did it + what it resulted in]
* [action verb/what you did + how you did it + what it resulted in]

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

[*title*]

* [action verb/what you did + how you did it + what it resulted in]
* [action verb/what you did + how you did it + what it resulted in]
* [action verb/what you did + how you did it + what it resulted in]

**COMMUNITY SERVICE**

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

[*title*]

* [action verb/what you did + how you did it + what it resulted in]
* [action verb/what you did + how you did it + what it resulted in]
* [action verb/what you did + how you did it + what it resulted in]