

(Borders should be between ½ to 1 inch on all sides)

## Name (Centered, Bolded, 15 – 16 point font)

Address | Phone | Professional Email | LinkedIn and/or portfolio website (10 – 10.5 point font)

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### EDUCATION (12 – 13 pt. font in bold for section titles)

Vassar College, Poughkeepsie NY (10 – 11 point font for content)

Expected Graduation May 20--

Bachelor of Arts in \_\_\_\_\_; \_\_\_\_\_ Minor

- GPA: /4.00
- Relevant Coursework: List by course title

High School Name, City, ST (Include high school if first year or sophomore)

Graduation Month Year

High School Diploma

- Honors:
- Extracurricular Activities / Volunteer Participation (if relevant):
- Athletics: (if relevant):

### PROFESSIONAL EXPERIENCE

Job /Internship Title, Organization/Employer, City, State

Dates (Include Month & Year)

- Begin bullets with a past-tense action verb (unless it's a current position) – don't start with "responsibilities were" or "duties included" (these make you sound more passive)
- Bullets should describe what you did in that role, accomplishments/outcomes
- Be descriptive and quantify numbers/amounts when possible
- No more than 2 lines per bullet, 2-6 bullet points per entry
- List most recent position first and then work your way backwards.

Job /Internship Title, Organization/Employer, City, State

Dates (Include Month & Year)

- (Note how all dates line up)
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Job /Internship Title, Organization/Employer, City, State

Dates (Include Month & Year)

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### LEADERSHIP, EXTRACURRICULAR ACTIVITIES (adjust title to your preference)

Position Title, Organization/Club/Sport, City, State

Dates (Include Month & Year)

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Position Title, Organization/Club/Sport, City, State

Dates (Include Month & Year)

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### SKILLS

Certifications: If relevant

Computer: If relevant

Language: If relevant (include proficiency levels)