

**Your Name**

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Home Street Address • City, State Zip • name@college.harvard.edu • phone number

**Education**

**HARVARD UNIVERSITY**

Degree, Concentration. GPA [Note: Optional]

Thesis [Note: Optional]

Relevant Coursework: [Note: Optional. Awards and honors can also be listed here.]

Cambridge, MA

Graduation Date

**STUDY ABROAD** [Note: If Applicable]

Study abroad coursework in \_\_\_\_\_.

City, Country

Month Year – Month Year

**NAME OF HIGH SCHOOL**

[Note: May include GPA, SAT scores, or academic honors an employer may want to know]

City, State

Graduation Date

**Experience**

**ORGANIZATION**

**Position Title**

City, State

Month Year – Month Year

- Beginning with your most recent position, describe your experience, skills, and resulting outcomes in bullet or paragraph form.
- 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 full sentence.

**ORGANIZATION**

**Position Title**

City, State

Month Year – Month Year

- With your next-most recent position, describe your experience, skills, and resulting outcomes in bullet or paragraph form.
- 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 full sentence.

**Leadership and Activities**

**ORGANIZATION**

**Role**

City, State

Month Year – Month Year

- 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