YOUR NAME

Your Home Address • (000) 000-0000 • youremail@youremail.com

**ACADEMIC HISTORY**

**University**, City, State month & year of (expected) graduation

major and degree

minor

thesis (if applicable)

GPA

**EMPLOYMENT HISTORY**

**Company #1,** City, State *Position,* month & year – month & year

* Describe your duties using action verbs.

**Company #2,** City, State *Position,* month & year – month & year

* Describe your duties using action verbs.

**Company #3,** City, State *Position,* month & year – month & year

* Describe your duties using action verbs.

**PUBLICATIONS**

Publication Citation #1

Publication Citation #2

**HONORS & AWARDS**

Honor/Award #1 month & year awarded

Honor/Award #2 month & year awarded

**EXTRACURRICULAR ACTIVITIES**

**Organization #1,** City, State *Position,* month & year – month & year

* Describe your duties using action verbs.

**Organization #2,** City, State *Position,* month & year – month & year

* Describe your duties using action verbs.

**SKILLS & CERTIFICATIONS**

Skill/Certification #1 month & year certified (if applicable)

Skill/Certification #2 month & year certified (if applicable)