NAME

Street Address Phone Number

City, State, Zip Email

**EDUCATION**

Institution Name, City, State Anticipated Graduation Date

*Degree*

Major/Specialization (if applicable)

**RELEVANT COURSEWORK** *(OPTIONAL)*

* Course Title
* Course Title
* Course Title

**EXPERIENCE**

Company Name, City, State Start Date – End Date (Month/Year)

*Job Title*

* Job Responsibilities (4-8)
* Be descriptive and use action verbs (See example on next page)

Company Name, City, State Start Date – End Date (Month/Year)

*Job Title*

* Job Responsibilities (4-8)
* Be descriptive and use action verbs (See example on next page)

**VOLUNTEER EXPERIENCE** *(OPTIONAL)*

Organization, City, StateStart Date – End Date (Month/Year)

Organization, City, StateStart Date – End Date (Month/Year)

**MEMBERSHIPS** *(OPTIONAL)*

Title, Organization, City, StateStart Date – End Date (Month/Year)

Title, Organization, City, StateStart Date – End Date (Month/Year)

**AWARDS & HONORS** *(OPTIONAL)*

Name of Scholarship or Award, Organization Date Received

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