

Name (14pt-16pt font)

Phone Number | Professional Email Address | City, State (Optional)

Portfolio, Website or LinkedIn Address (Optional)

EDUCATION

Institution	City, State
<i>Master of Science (MS) / Art (MA) in Degree</i>	Month and Year Received / Expected
Thesis (if applicable)	GPA:X.XX/4.00

Institution	City, State
<i>Bachelor of Science (BS)/Art (BA) in Degree</i>	Month and Year Received
Minor/Emphasis	GPA:X.XX/4.00

RELEVANT EXPERIENCE

Name of Company/Institution	City, State
<i>Your Role</i>	Month and Year Range

- Include relevant industry, research, teaching, or service GA experiences in your field of interest
- Section can be titled according to your field (i.e. research experience, relevant experience, etc.)
- Start off with action verbs (i.e. researched, investigated, tested, analyzed, etc.) and stay focused on your contributions, achievements, and skills rather than describing the project, task, or research

Name of Company/Institution	City, State
<i>Your Role</i>	Month and Year Range

- Include #, \$, or % if possible to help the reader understand the scope of what you did
- List any technical, computer, laboratory, or other skills that you gained through this experience
- Use industry jargon and terminology in this section

CERTIFICATIONS

List certifications higher on resume if important and required for positions you're applying to. Example:

Title of Certification, Awarding Association	Month and Year
---	----------------

SKILLS

List skills in order of what most pertains to your field. Skills can be in computer software, laboratory, and technical. List higher on resume for technical roles or those that highly value these skills. Example:

- **Technical:** Skill 1, Skill 2, Skill 3
- **Languages:** Skill 1, Skill 2

LEADERSHIP EXPERIENCE / COMMUNITY INVOLVEMENT / PROFESSIONAL AFFILIATIONS (choose 1)

Organization Name, Your Role (if applicable)	Month and Year Range
---	----------------------

SELECT PUBLICATIONS / PRESENTATIONS

This optional section should be formatted in your field's citation style (APA, MLA, Chicago, etc.). Always bold your name within formatting to indicate your level of involvement. Remember to make a note if the publication/presentation is pending. For industry roles, you don't need to list all publications/presentations. Select only those that are most relevant.

HONORS AND AWARDS

Name of Honor / Award / Grant / Scholarship, Amount received (if applicable)	Year Awarded
---	--------------