# Your Name

Home Street Address • City, State Zip • [name@college.harvard.edu](mailto:name@college.harvard.edu) • phone number

# Education

**HARVARD UNIVERSITY** Cambridge, MA

Degree, Concentration. GPA [Note: Optional] Graduation Date Thesis [Note: Optional]

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

**STUDY ABROAD** [Note: If Applicable] City, Country

Study abroad coursework in . Month Year – Month Year

**NAME OF HIGH SCHOOL** City, State

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

# Experience

**ORGANIZATION** City, State

**Position Title** 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** City, State

**Position Title** Month Year – Month Year

* With your next-most recent position, describe your experience, skills, and resulting outcomes in bullet or paragraph form.
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* Quantify where possible.
* Do not use personal pronouns; each line should be a phrase rather than full sentence.

# Leadership and Activities

**ORGANIZATION** City, State

**Role** 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