[Name]

[Physical Address]

[Phone Number] | [Email Address]

**EDUCATION**

**[University Name] [City], [State/Country]**

*Bachelor of [Arts/Science] in [Major]* Expected [Graduation Date]

* **GPA:** [xx] / 4.0; SAT: [xx] [If you’re outside the US, list grades under your system here instead]
* **Honors & Awards:** [xx]
* **Relevant Coursework:**

**WORK & LEADERSHIP EXPERIENCE**

**[Company Name**] **[City], [State/Country]**

*[Position Title], [Group Name]* [Start Date] – [End Date]

* [Summary sentence stating what you did and the overall results of your work]
* Led team to do xx, which resulted in xx
* [Analyzed xx and concluded that key factor was xx, which made project viable / not viable]
* [Created xx for doing xx; led to increased efficiency etc.]

**[Company Name**] **[City], [State/Country]**

*[Position Title], [Group Name]* [Start Date] – [End Date]

* [Summary sentence stating what you did and the overall results of your work]
* [Led team’s efforts to do xx by creating/managing xx; resulted in xx]
* [Analyzed options available for xx and recommended xx based on xxx considerations; implementation led to xx]
* [Developed strategy for marketing to new prospective clients / fund-raising / promoting brand; resulted in increased awareness]

**[Student Club Name**] **[City], [State/Country]**

*[Position Title]* [Start Date] – [End Date]

* [Summary sentence stating what you did and the overall results of your work]
* [Recruited over xx members to club with promotional campaign]
* [Organized conferences, speaker events and community events]
* [Cooperated with xx to work on xx, led to xx]

**[Student Club Name**] **[City], [State/Country]**

*[Position Title]* [Start Date] – [End Date]

* [Summary sentence stating what you did and the overall results of your work]
* [Recruited over xx members to club with promotional campaign]
* [Organized conferences, speaker events and community events]
* Cooperated with xx to work on xx, led to xx]

**SKILLS, ACTIVITIES & INTERESTS**

**Languages:** Fluent in [xx]; Conversational Proficiency in [xx]

**Technical Skills:** Software, programming languages etc.

**Activities:** [Student Clubs, Volunteer Work, Independent Activities]

**Interests:** [Keep this to 1-2 lines; do not go overboard]