

# Your Name

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## SUMMARY

- Top characteristics and skills that relate to the position you're pursuing – try to show evidence
- Summarize top experiences that relate (i.e. x years of experience...)
- Additional notable skills or unique experiences that would appeal to employer (computer skills, foreign languages, etc.)
- Seeking to utilize skills and experiences in xyz role at xyz organization

## EDUCATION

Eastern Mennonite University, Harrisonburg, VA Expected Graduation May 'xx  
Major: Your major Minor: Your minor GPA: If 3.5 or over  
List Scholarships, Dean's List, Cross Cultural, etc.

## COURSE HIGHLIGHTS (optional – helps if pursuing minor)

Course Title	Course Title	Course Title
Course Title	Course Title	Course Title

## RESEARCH PAPERS / PROJECTS (optional – good for grad school or if research relates well to your field)

- *Title*, Description Date
- *Title*, Description Date

## RELATED EXPERIENCE

*Most Recent Job or Internship Title*, Organization, City, State Dates

- Identify and promote your skills – quantify and show your impact vs. just listing responsibilities
- Several bulleted phrases emphasizing most relevant responsibilities for position to which applying
- Begin phrases with action words (achieved, initiated, directed, built, completed, innovated, etc.)

*Second Most Recent Job or Internship Title*, Organization, City, State Dates

- Do not use first person pronouns or periods and be consistent with use of tense, etc.
- Use keywords from position description as much as you are able
- Put titles in reverse chronological order (most recent first, work backward)

*Third Most Recent Job or Internship Title*, Organization, City, State Dates

- Content in related experience category can include anything related to your field – employment, volunteering, internships, etc. (doesn't just have to be paid jobs)
- Focus on experiences most relevant to your field

## ADDITIONAL WORK EXPERIENCE

*Most Recent Job Title*, Organization, City, State Dates

*Second Most Recent Job Title*, Organization, City, State Dates

*Third Most Recent Job Title*, Organization, City, State Dates

## ADDITIONAL CATEGORIES OF YOUR CHOICE

- Could be called Community Service, International Experience, Leadership and Activities, Professional Memberships, Certifications and Training, etc... list information related to the category you choose
- Focus on highlighting information most relevant for the position you're seeking