

First Name Last Name

Professional or school email | Phone Number | Physical address or portfolio URL

Education

Degree Name (ex: Bachelor of Science in Psychology)

Expected Graduation: Month Year

Minor/option (ex: Pre-Med option)

GPA: Include if above 3.0

Institution name (ex: Oklahoma State University)

Experience

Job Title | Employer Name | City, State

Month Year – Month Year

- Action verb + keywords from the job description + impact on professional growth/organization
- Describe a responsibility from this position that relates to the next job you are applying for
- List relevant accomplishments and transferrable skills, starting each bullet with an action verb
- Prior experiences should include past-tense verbs like “researched” and “communicated”
- Present experiences should use present-tense verbs like “interpret” and “analyze”
- Use numbers to quantify and details to qualify your success or impact

Campus Involvement

Title | Organization | Oklahoma State University | Stillwater, OK

Month Year – Month Year

- Showcase leadership, communication, and teamwork experience
- Describe roles and responsibilities that transfer to your desired position
- Focus on professional skills and accomplishments, minimizing personal details like age and politics

Volunteer Experience

Volunteer Activity | Organization | City, State

Month Year – Month Year

- Explain how significant experiences make you a good candidate for the role
- Showcase commitment to community service or interest in the profession or organization
- Use periods consistently throughout, whether or not you choose to include them at the end of each bullet point

Honors and Awards

Honor Society

Month Year – Month Year

Scholarships

Month Year – Month Year

Professional Award

Month Year – Month Year

Honor Roll

Month Year – Month Year

- Prioritize achievement-based awards, those earned because of your accomplishments, rather than awards based on income or circumstance
- Include metrics where possible (ex: “financed 25% of tuition”)
- Focus on collegiate experiences, rather than high school or earlier (except lifetime awards like Eagle Scout and National Merit Scholarship)