

First Name Last Name

(###) ###-#### | email@email.com | www.linkedin.com/in | City, ST

EDUCATION

The University of Tampa

Bachelor of Science/Art in Degree

Minor in (If applicable)

Tampa, FL

Month Year

GPA: 3.5/4.0 (optional)

Study Abroad University/Institution

Program of Study

City, Country

Month Year – Month Year

RELEVANT EXPERIENCE

Company/Organization

Position/Title

City, ST

Month Year – Month Year

- Start with a strong action verb and follow the format “Performed X by doing Y resulting in Z”
- Highlight your accomplishments, how you helped a company do better/added value, or core responsibilities and skills developed
- Tailor your bullet points (minimum of 2) to the position you are applying to (job description)

Company/Organization

Position/Title

City, ST

Month Year – Month Year

- Start with a strong action verb and follow the format “Performed X by doing Y resulting in Z”
- Highlight your accomplishments, how you helped a company do better/added value, or core responsibilities and skills developed
- Tailor your bullet points (minimum of 2) to the position you are applying to (job description)

LEADERSHIP EXPERIENCE

Company/Organization

Position/Title

City, ST

Month Year – Month Year

- Begin with action verb(s) to describe tasks, accomplishments
- Prioritize list from most to least important relevant to the job/internship description

PROFESSIONAL ORGANIZATIONS & AFFILIATIONS

Organization, Position Title/Member

Month Year – Month Year

Organization, Position Title/Member

Month Year – Month Year

Organization, Position Title/Member

Month Year – Month Year

SKILLS

• Hard Skill

• Hard Skill

• Hard Skill

• Hard Skill

ADDITIONAL EXPERIENCE

Company/Organization

Position/Title

City, ST

Month Year – Month Year

- Bullet points are optional here. If you use bullet points, use a minimum of 2
- Structure bullet points the same as above