



First Name Last Name

Email Address | [www.Linkedin.com/in](http://www.Linkedin.com/in) | City, State | Phone Number

## **EDUCATION**

**The University of Tampa**

*Bachelor of Science/Art in Degree*

Major GPA

Overall GPA (optional)

*Thesis/Capstone Project Title (if applicable)*

**Tampa, FL**

Month Year

**Selected Coursework:** do not list every course taken; only what stands out or is unique in the major.

## **SCHOLARLY ACTIVITY** *(use citation style most preferred by your field)*

### **Research**

*Undergraduate Research, University of Tampa, Advisor: Sparty Spartan, PhD*

Write a one-sentence summary of the research you did or performed. Think of this as a thesis statement or a summarized abstract statement.

### **Publications**

Author's Last Name, Author's First Name. "Title of Article." *Name of Journal*. Volume, Issue (Year): Pages, Medium.

### **Presentations**

Presenter Names (Year, Month of Presentation) *Title of Presentation*. Poster Session presented at the annual meeting of students, City, State (of presentation).

## **WORK EXPERIENCE/RELEVANT EXPERIENCE**

(these may need to be two different categories depending on how much work/relevant experience you've had)

Title of Position

Month Year – Month Year

**Organization/Business Name**

City, State

- Prioritize your list from most to least important relevant to the experience you are applying for.
- Each should begin with an action verb to describe tasks, and accomplishments.
- A good formula for bullet point writing is Action Verb + Task + Results/Why/How

## **LEADERSHIP EXPERIENCE**

Title of Position

Month Year – Month Year

**Organization Name**

City, State

**EXPLORE**

**EXPERIENCE**

**ACHIEVE**

- Prioritize your list from most to least important relevant to the experience you are applying for.
- Each should begin with an action verb to describe tasks, accomplishments.
- A good formula for bullet point writing is Action Verb + Task + Results/Why/How

### **COMMUNITY SERVICE**

Title of Position

City, State

Organization Name

Month Year – Month Year

### **HONORS & AWARDS**

Award, Awarding Institution/Organization

Month Year

### **MEMBERSHIPS & PROFESSIONAL AFFILIATIONS**

Organization Name, City, State

Month Year – Month Year

American Marketing Association, Tampa, FL

Month Year – Month Year

### **PROFESSIONAL DEVELOPMENT/UNIVERSITY INVOLVEMENT**

University of Tampa

S.C.U.B.A. Club

Month Year – Month Year

Delta Zeta Sorority

Month Year – Month Year

LiveWell UT

Month Year – Month Year

### **CERTIFICATIONS**

Certification, Certifying Organization

Month Year (include exp.)

Basic Life Support, American Red Cross

exp. June 2025

### **LANGUAGES**

Spanish (Native Language)

English (Fluent)

German (Basic)

**EXPLORE**

**EXPERIENCE**

**ACHIEVE**