

# Candidate Name

username@whitman.edu | 509-555-5555 | LinkedIn Profile

## EDUCATION

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**Whitman College**, Walla Walla, WA

Bachelor of Arts in X, Minor in X (if undeclared, indicate intended area of study) Expected Graduation: May 2019

- Scholarships can be listed here
- You also may want to list specific relevant coursework

**Study abroad can be listed here**, City, Country

Spring 2018

- You might list relevant coursework/project

## SKILLS

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- Mix of hard and soft skills
- List 5-6 relevant skills
- Can be specific software programs, technical language, etc.
- Also consider leadership, communication skills, organizational skills depending on position
- Be descriptive yet concise

## RELEVANT EXPERIENCE *(these don't all have to be paid positions)*

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**Organization 1**, City, ST

June 2018 – August 2018

*An optional line describing company's business, to help resume reviewer contextualize experience*

### **Title/Position**

- List bullets in order, starting with the one that broadly describes your job, moving to more specific points
- Focus on achievements rather than simply tasks. Consider not just “what” you were doing, but the “why”, “how” and the impact. When possible, quantify your results.
- Use action verbs – be descriptive yet succinct.
- 3-4 bullet points is a good target

**Organization 2**, City, ST

January 2018 – May 2018

*An optional line describing company's business, to help resume reviewer contextualize experience*

### **Title/Position**

- Focus on achievements rather than simply tasks. Consider not just “what” you were doing, but the “why”, “how” and the impact. When possible, quantify your results.
- Use action verbs – be descriptive yet succinct.
- You might limit bullets to 2-3 as you get further back in time

**Organization 3**, City, ST

January 2018 – Present

*You can also list unpaid internships or even volunteer work here if relevant and applicable*

### **Title/position**

- Use action verbs and focus on achievements. First bullet is most important so make it count!
- 2-3 bullets is sufficient

## LEADERSHIP AND COMMUNITY INVOLVEMENT (OR Awards & Achievements, Additional Experience, etc.)

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**Organization 1**, **Title/position**, City, ST (consider sports, student orgs, community orgs) August 2018 – Present

- If you don't have room for multiple bullet points here, you can summarize your experience into one bullet

**Organization 2**, **Title/position**, City, ST

September 2016 – May 2017

- Keep descriptions fairly brief, can list multiple positions under one organization if applicable

**Organization 3**, City, ST

January 2016 – May 2016

(You can go back to high school if activity was significant, especially if freshman or sophomore)

## INTERESTS (OPTIONAL, ONLY IF SPACE – OR you could include a link to a project you completed)

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One line only listing out hobbies/interests such as an instrument you play, sport you play for fun, etc.