Name (14pt-16pt font)
City, State ZIP | Email Address | Phone Number | Portfolio/Website/LinkedIn (Optional)

EDUCATION

Gwinnett Technical College   Lawrenceville, GA
Bachelor of Science/Arts, Major   Month and Year Expected/Received
Second Major, Minor, Certificate, Emphasis   GPA: X.XX/4.00
Academic Awards (optional)

RELEVANT COURSEWORK

Course Title 1, Course Title 2, Course Title 3, Course Title 4, Course Title 5

RELEVANT EXPERIENCE

Name of Company   City, State
Job Title   Month and Year Range
- Include 2-5 bullet points demonstrating skills you have gained through this position that relate back to the job description.
- Place an action verb at the beginning of a bullet point statement to make it impactful.
- Use quantifiers whenever possible, such as numbers, money amounts, or percentages.

ADDITIONAL EXPERIENCE

Name of Company   City, State
Job Title   Month and Year Range
- An easy bullet point formula is Task + Skill + Quantity + Result/Purpose.
- Use the formula as a guide, but not every element needs to appear in every bullet.
- Use simple present or simple past tense to describe your action and apply consistently.

INVOLVEMENT EXPERIENCE

Name of Club/Organization, *Your Title* (if applicable)   Month and Year Range
- Another possible formula is "Performed X to do Y, resulting in Z."
- Emphasize accomplishments over day-to-day tasks.
- Using these suggestions, you might create a bullet point that looks like the ones below.

PROJECT EXPERIENCE

Name of Project, *Name of Course*   Month and Year Range
- Wrote a 5-page research proposal with an experimental framework to test __ hypothesis.
- Collaborated with a group of 4 by using communication skills to coordinate our experiment and delegate responsibilities over a period of 6 weeks.
- Completed a literary review of 20+ relevant peer-reviewed studies and designed a group presentation in Canva to discuss findings.

SKILLS

*List skills in order of what most pertains to your field. Dividing comma-separated lists into categories is just one way to organize your skills. Example categories include language, technical, laboratory, etc.
Skill Category 1: Skill 1, Skill 2, Skill 3
Skill Category 2: Skill 1, Skill 2, Skill 3
Skill Category 3: Skill 1, Skill 2, Skill 3

HONORS AND AWARDS

Name of Honor/Award/Grant, *Awarding Organization*   Month and Year Received
Name of Honor/Award/Grant, *Awarding Organization*   Month and Year Received