

Do not write your full address, just the city/town and country will suffice

Avoid using an email that isn't professional sounding (eg. spidergirl420@gmail.com). If you don't have one, create a new email containing your name, last name or initials

Your Name

Home Street Address • City, State Zip • name@college.harvard.edu • phone number

Do NOT add a photo unless it has been clearly stated by the employer

List your education with the most recent starting at the top

Education

HARVARD UNIVERSITY

Degree, Concentration. GPA [Note: Optional]

Thesis [Note: Optional]

Relevant Coursework: [Note: Optional. Awards and honors can also be listed here.]

GPA is not necessary, but if you have a strong score, add it

Cambridge, MA
Graduation Date

STUDY ABROAD [Note: If Applicable]

Study abroad coursework in _____.

City, Country
Month Year – Month Year

NAME OF HIGH SCHOOL

[Note: May include GPA, SAT scores, or academic honors an employer may want to know]

City, State
Graduation Date

Experience

ORGANIZATION

Position Title

City, State
Month Year – Month Year

- Beginning with your most recent position, describe your experience, skills, and resulting outcomes in bullet or paragraph form.
- Begin each line with an action verb and include details that will help the reader understand your accomplishments, skills, knowledge, abilities, or achievements.
- Quantify where possible.
- Do not use personal pronouns; each line should be a phrase rather than a full sentence.

ORGANIZATION

Position Title

City, State
Month Year – Month Year

- With your next-most recent position, describe your experience, skills, and resulting outcomes in bullet or paragraph form.
- Begin each line with an action verb and include details that will help the reader understand your accomplishments, skills, knowledge, abilities, or achievements.
- Quantify where possible.
- Do not use personal pronouns; each line should be a phrase rather than a full sentence.

Leadership and Activities

ORGANIZATION

Role

City, State
Month Year – Month Year

- This section can be formatted similarly to the Experience section, or you can omit descriptions for activities.
- If this section is more relevant to the opportunity you are applying for, consider moving this above your Experience section.

Skills & Interests [Note: Optional]

Technical: List computer software and programming languages

Language: List foreign languages and your level of fluency

Laboratory: List scientific / research lab techniques or tools [If Applicable]

Interests: List activities you enjoy that may spark interview conversation

Share hobbies that show creativity, teamwork, or leadership.

Add any additional certificate and courses here

No work experience? You can include:

- Volunteering (e.g., helped at school events or local charities)
- School projects (e.g., "Led a group assignment on sustainability, managed deadlines and presented findings")
- Club or team roles (e.g., "Captain of soccer team, developed teamwork and leadership skills")
- Informal work (e.g., babysitting, tutoring, helping family business)