

Candidate Name

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

EDUCATION

Whitman College, Walla Walla, WA

Bachelor of Arts in X, Minor in X (if undeclared, indicate intended area of study) Expected Graduation: May 2020

- Scholarships can be listed here
- You also may want to list specific relevant coursework if applicable
- Study abroad programs can be included here

RELEVANT EXPERIENCE *(list in reverse chronological order)*

Organization 1, City, ST

February 2017 – Present

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

Title/Position 1

April 2018 – Present

- 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

Title/Position 2

February 2017 – April 2018

(this is how you would demonstrate progression/promotion within one organization)

- 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 2, City, ST

January 2016 – May 2016

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

Title/position

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

June 2015 – August 2015

Title/position

- Use action verbs and focus on achievements. First bullet is most important so make it count!
- Less information/detail as you work your way back in time.

Organization 4, City, ST

June 2014 – August 2014

Title/position

- Use action verbs and focus on achievements. First bullet is most important so make it count!
- Less information/detail as you work your way back in time.

LEADERSHIP AND ACTIVITIES

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

Spring 2016

- These don't have to be completely relevant to the job to which you are applying, but they are an opportunity to showcase various skills and prove that you are well-rounded.

Organization 4, City, ST (you may not need a full description for each activity)

2014 – Present