

# Candidate Name

username@whitman.edu | 555-555-5555 | LinkedIn Profile (optional)

## EDUCATION

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**Whitman College**, Walla Walla, WA

Expected Graduation: May 2022

Academic Areas of Interest: List 2-3 areas of academic interest

**Scholarships:** (list by name, with commas in between if applicable)

**Awards:** List any academic awards here

**High School Name**, City, ST

Diploma June 2018

Major leadership role(s) or academic awards can be listed here

**Student Government:** positions can be listed here

**Club/Activities:** Sports, music, extracurricular involvement can be listed here

## SKILLS

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- Mix of hard and soft skills
- List 6-8 relevant skills
- Consider language skills, technical skills and special training
- Also consider leadership, communication skills, organizational skills
- Be specific and concise
- Can be a broad range of skills to start, but consider tailoring to specific positions

## RELEVANT EXPERIENCE (consider both paid and unpaid positions)

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**Organization 1**, City, ST

October 2018 – Present

**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

May 2018 – August 2018

**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

January 2017 – February 2018

**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 (consider sports, student orgs, and community orgs)

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**Organization 1**, **Title/position**, City, ST

September 2018 – Present

- Similar to experience section above, move important aspect first. Think about impact.
- You might want more than one bullet if experience was significant

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

September 2016 – May 2017

- Some roles may only need one bullet

**Organization 3**, **Title/position**, City, ST

Spring 2016

- If you had a role in high school that was significant, you can list it here instead of at top

## INTERESTS (optional)

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Feel free to list a few hobbies here (different from “activities” which tend to be bigger commitments)