

Name (14pt-16pt font)

City, State ZIP | Email Address | Phone Number | Portfolio/Website/LinkedIn (Optional)

EDUCATION

University of Tennessee Knoxville

Knoxville, TN

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