

Name (14pt-16pt font)

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

EDUCATION

University of Tennessee, Knoxville	City, State
<i>Bachelor of Science/Art, Major</i>	Month and Year Received/Expected
Second Major, Certificate, Minor, or Emphasis (Optional)	GPA: X.XX/4.00 (Optional)
Academic Awards (Optional)	

Transfer University/College	City, State
<i>Major, Name of Major</i>	Month and Year Finished
Second Major, Certificate, Minor, or Emphasis	GPA: X.XX/4.00 (Optional)
Academic Awards (Optional)	

RELEVANT COURSEWORK (Optional)

University of Tennessee, Knoxville: Course Title, Course Title, Course Title, Course Title, Course Title

Transfer University/College: Course Title, Course Title, Course Title, Course Title, Course Title

RELEVANT EXPERIENCE

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

ADDITIONAL EXPERIENCE (Optional)

Name of Company	City, State
<i>Job Title</i>	Month and Year Range
• An easy bullet-point formula is “Task + Skill + Quantity + Result/Purpose.” • Alternatively, try this bullet point formula: “Performed X to do Y, resulting in Z.” • Do not feel you need to add each element of this formula to your bullet, but use it as a guide.	

INVOLVEMENT EXPERIENCE

Club/Organization Name, Your Title (if applicable) Institution Name	Month and Year Range
• Add 1-3 bullet points to describe your role in the organization. Focus your contributions and quantify when possible. • Pay attention to tense of your verb by using simple present or simple past tense to describe your action. Be as consistent as possible when formatting.	

PROJECT EXPERIENCE

Name of Project	University/College
<i>Name of Course</i>	Month and Year Range
• Include 2-5 bullet points demonstrating relevant knowledge or skills applied to this project. • Project experience can include in-class projects (papers, presentations, group work) or independent projects.	

SKILLS (Optional)

Technical (You can customize this category name): Skill 1, Skill 2, Skill 3

Language (You can customize this category name): Skill 1, Skill 2, Skill 3

Interpersonal (You can customize this category name): Skill 1, Skill 2, Skill 3

CERTIFICATIONS (Optional)

Certification Name, Certifying Organization	Date Received
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HONORS AND AWARDS (Optional)

Name of Honor/Award/Scholarship, University/College	Month and Year Received
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