[Your Name]

[City, State] | [you@school.edu] | [(555) 555-5555] | [linkedin.com/in/yourname] (optional)
[University] · [Degree] in [Major] · Expected [Month 20XX]

KEY SKILLS

Tip: 8 skills, 1–3 words each, matching the roles you want. Borrow words from the posting. Delete tips when done.

[Skill 1] · [Skill 2] · [Skill 3] · [Skill 4]
[Skill 5] · [Skill 6] · [Skill 7] · [Skill 8]

KEY PROJECTS

Formula for every bullet: Action verb + what you did + result/number. Class, club, personal and volunteer projects all count.

[Project Name] | [Class, club or personal project] [Mon YYYY – Mon YYYY]

- [Built / Analyzed / Designed] + [what you made and the tools you used] + [the result, e.g. used by 30 people]
- [Presented / Shared / Launched] + [who saw it or used it] + [what changed because of it]

[Project Name] | [Course number and name, e.g. ECON 101 team paper] [Mon YYYY]

- [Action verb] + [your part of a team project] + [number: team size, data size, grade or ranking]
- [Action verb] + [what you did] + [result/number]

[Project Name] | [Optional third project] [Mon YYYY]

- [Action verb] + [what you did] + [result/number]

EXPERIENCE

Part-time jobs, summer jobs and campus jobs count. Most recent first. Present tense for current roles, past tense for finished ones.

[Job Title], [Employer], [City, State] ([hours]/week) [Mon YYYY – Present]

- [Served / Trained / Managed] + [how many customers, people or dollars] + [result, e.g. zero cash errors]
- [Improved / Proposed / Reduced] + [a process you changed] + [how much time or money it saved]

[Job Title], [Employer], [City, State] [Mon YYYY – Mon YYYY]

- [Action verb] + [what you did] + [result/number]
- [Action verb] + [what you did] + [result/number]

Leadership & Activities

[Your Role], [Club, Team or Organization] [Mon YYYY – Present]

- [Organized / Led / Recruited] + [event or effort] + [number: attendees, members, money raised]

[Your Role], [Club, Team, Volunteer Group or Faith/Cultural Group] [Mon YYYY – Mon YYYY]

- [Action verb] + [what you did] + [result/number]

EDUCATION

[University Name] [City, State]
Candidate for B.A. in [Major], Expected May [20XX] *[GPA: X.X] (optional)*
Relevant Coursework: [3–5 courses that fit the role, e.g. Statistics, Microeconomics, Intro to Python]
Activities: [Clubs, campus organizations and teams not already listed under Experience]
Honors: [Scholarships, dean's list, awards] (optional)
Keep the school line under your name matching this section: same school, degree and expected date.

TECHNICAL SKILLS

List everything here, grouped by type. Add a level in parentheses when it helps: basic, proficient, fluent.
Software: [Excel, Google Sheets, Word, PowerPoint, Notion, Square POS]
Programming/Data: [Python, R, SQL, Tableau, Jupyter] (delete the line if none yet)
Design/Media: [Canva, Figma, Adobe Express, CapCut]
Languages: [English (native), Spanish (conversational)]