

YOUR NAME, CREDENTIALS (if applicable)

City, ST Zip Code | Phone Number | yourname@gmail.com | www.linkedin.com/in/yourname

PROFESSIONAL SUMMARY

(2-3 sentences describing who you are professionally, your strengths, and the value you bring.)

Example placeholder: Graduate student with experience in _____ and a foundation in _____. Known for _____ and _____. Prepared to leverage training in _____ to contribute to _____.

Core Competencies

Key Skill Area | Key Skill Area | Technical Skills | Software | Tools | Certifications

EDUCATION

University Name

Graduate Degree; GPA: (optional)

City, ST

Expected Graduation Month/year

University Name

Undergraduate Degree; GPA: (optional)

City, ST

Graduation Month/year

Minor(s):

Honors:

CERTIFICATIONS/LICENSURE (if applicable)

Certification Name

Issuing Organization

Expiration Date or Date Received

PROFESSIONAL EXPERIENCE

Organization

Job Title

City, ST

Month/year–Month/year

- Action verb + project/problem = result
- Action verb + responsibility = impact
- Action verb + initiative = measurable outcome
- Action verb + etc.

Organization

Job Title

City, ST

Month/year–Month/year

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Organization

Job Title

City, ST

Month/year–Month/year

- Action verb + project/problem = result
- Action verb + responsibility = impact
- Action verb + initiative = measurable outcome

GRADUATE PROJECT / CLINICAL / MINISTRY, etc.

(use the section title(s) appropriate for your field)

University / Organization

City, ST

Project or Role Title

Month/year–Month/year

- Action verb + project/problem = result
- Action verb + responsibility = impact
- Action verb + initiative = measurable outcome

University / Organization

City, ST

Project or Role Title

Month/year–Month/year

- Action verb + project/problem = result
- Action verb + responsibility = impact
- Action verb + initiative = measurable outcome

LEADERSHIP & INVOLVEMENT

Role, Organization | Dates

Role, Organization | Dates

Role, Organization | Dates

Example:

Member, American Marketing Association | 2024–Present

Volunteer Mentor, Big Brothers Big Sisters | 2022–Present

Graduate Student Association | 2024–2025

OPTIONAL SECTIONS (DEPENDING ON FIELD)

Clinical Experience

Ministry Experience

Research Experience

Teaching Experience

Consulting Experience

Leadership Experience

Publications or Presentation