**Name (14 or 16 pt. font size)**

City, State, Zip code | Professional email address | Phone number | LinkedIn, Portfolio, etc. (optional)

**EDUCATION**

**Western Kentucky University** Bowling Green, KY

*Bachelor of Science/Arts, Major* Expected/Completed Date

Emphasis, Minor, Certificate, etc.  
  
Academic Awards (Optional)

**RELEVANT COURSEWORK**

Course Title 1, Course Title 2, Course Title 3, Course Title 4, Course Title 5

**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

**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.

**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