

Full Name:

current address

e-mail address | Phone number

LinkedIn account URL (if applicable)

Objective: Concisely state the position you're applying for and the organization.

Education:

College Degree BA/BS

Expected

Date

Study Abroad School
and year

Start month, end month

Summary of Qualifications: Action verbs that show strengths/background specifically for the position

- Computer: Proficient in WCMS, Photoshop, Indesign, Excel, Microsoft Word
- Language:-Fluent in Spanish, Proficient in Mandarin

Relevant Coursework: Courses you have taken that are relevant to the position you're applying for.

Writing 2

Organic Chemistry

Research Methods

Experience:

Position Title, Employer/Company name, City, State

Start/end date

- Action verbs that describe the tasks and accomplishments you did in this position

Honors and Activities:

- List professional or campus organizations you belong to and scholarships, honors, or awards

Start-End date