



Name

City, State, Zip
Email
Phone

EDUCATION:

Saint Xavier University, Chicago, Illinois
Bachelor of Science, Expected Month, Year
Major: Include Major Here
Minor: If Applicable
Specialization: If Applicable
GPA: X.X/4.0 (if above a 3.0)

RELEVANT COURSEWORK (OPTIONAL):

- Advanced classes only (4-8)

WORK EXPERIENCE/RELEVANT EXPERIENCE:

Job Title

Month Year – Month Year

Company Name, City, State

- 3-5 of your most relevant job responsibilities
- Use action verbs

ADDITIONAL EXPERIENCE: (IF APPLICABLE)

- Job Title, Company, City, State, Month Year – Month Year

VOLUNTEER EXPERIENCE: (IF APPLICABLE)

- Company, City, State, Month Year – Month Year

HONORS: (IF APPLICABLE)

- Name of Honor, Company/School, Month Year Received

MEMBERSHIPS: (ACADEMIC OR PROFESSIONAL - IF APPLICABLE)

- Title, Name of Organization, School/Company, Month Year – Month Year

ACHIEVEMENTS or PERSONAL AND PROFESSIONAL DEVELOPMENT:

- Workshop Name, Organization sponsoring event, Month Year

CERTIFICATIONS or LICENSES:

- Name of Certification, Organization received from, Month Year

ADDITIONAL INFORMATION:

- Computer and Technical skills in sentence form
- Foreign language and fluency
- Lab skills/equipment skills in sentence form
- Honors or awards (if you cannot make a separate category)
- International experience/Travel
- Leadership skills
- Conferences
- Presentations
- Relevant Projects
- Military Experience