**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