

# Firstname Lastname

City, State • youremail@winthrop.edu • phone number

## EDUCATION

**Winthrop University**, Rock Hill, SC

Degree, Concentration

Expected Graduation Month Year

- GPA [Note: GPA is Optional]
- Relevant Coursework: [Note: Optional. Awards and honors can also be listed in Education]
- Study Abroad [Note: If Applicable] City, Country. Study abroad coursework in...(Month Year – Month Year)

**High School Name**, City, State

Graduation Date Month Year

[Note: May include GPA, SAT/ACT scores, or academic honors an employer may want to know]

## EXPERIENCE

**Organization**, City, State (or Remote)

Job/Position Title

Month Year – Month Year

- Begin with your most recent position, describe your experience, skills, and outcomes.
- Begin each line with an action verb and include details that will help the reader understand your accomplishments, skills, knowledge, abilities, or achievements.
- Use present tense for current experiences and past tense for past experiences.
- Quantify where possible. (e.g., Conducted 100 telephone calls weekly for public opinion polls.)
- Do not use personal pronouns (“I, me, my”); each line should be a phrase rather than a full sentence.

**Organization**, City, State

Job/Position Title

Month Year – Month Year

- With your next-most recent position, describe your experience, skills, and outcomes in bullet form.
- Each job does not have to have the same number of bullet points.

## ACTIVITIES & LEADERSHIP

**Organization**, City, State (or name of student organization + name of university/school)

Role/Position Title

Month Year – Month Year

- This section can be formatted similarly to the Experience, or you can omit descriptions for activities.
- If this section is more relevant to the opportunity you are applying for, consider moving this above your Experience section.
- This could include or be title “Athletics” if you are a student-athlete

## SKILLS

- **Technical:** computer software and programming languages and your level of fluency
- **Language:** languages and your level of fluency
- **Laboratory:** scientific / research lab techniques or tools [If Applicable]
- **Interests:** activities you enjoy that may spark interview conversation [Note: Optional]