**Full Name**

Street Address (Optional) | City, State

Primary Email Address | Mobile Phone Number| linkedin.com/in/

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**EDUCATION**

**University of Redlands**Redlands, California

Major: Bachelor of Arts / Science, Major Expected Graduation: April 20XX

Minor: **(If you have one, otherwise cut this row)** GPA: (optional)

**Study Abroad:** *Program Name/Course Name*, [City], [Country]

**WORK EXPERIENCE**

**[Company]** [City], [State]

*[Most Recent Job Title]*  June 2021 – August 2021

* List your work experience in *reverse chronological order by section*, with most recent experience listed first.
* Create 3-5 bullet points per experience; try to keep the number of bullets for your work experiences / projects reasonably consistent
* Be consistent with the tense of your action verb. For current roles, use present tense. For past roles, use past tense.
* **NO PERIODS AT THE END OF BULLETS**

**University of Redlands, Department of Asian Studies** Redlands, California

*Peer Adviser* August 2019 – December 2020

* Trained 17 first-year students in the use of learning management system and course registration process
* Collaborated with students and their advising professor to craft lists of first semester courses based on information collected during one-on one advising sessions, and student-specific graduation requirements

**RESEARCH EXPERIENCE**

**[Research Program]** [City], [State]

*Student Researcher* May 2021 – Present

* Generally, might want to avoid putting projects & similar under ‘experience’; if they’re the most important parts of your resume, like for a CS student, consider creating a ‘Projects’ section before or right after ‘Experience,’ with the same or similar format

**[Organization Department Name]** [City], [State]

*Research Assistant* May 2020 – July 2020

* Generally, might want to avoid putting projects & similar under ‘experience’; if they’re the most important parts of your resume, like for a CS student, consider creating a ‘Projects’ section before or right after ‘Experience,’ with the same or similar format

**TEACHING EXPERIENCE**

**University of Redlands, Department of Business**  [City], [State]

*Teaching Assistant* August 2020 – April 2021

* Collaborated on creation of problem sets with Economics 101 professor for 100 students across four sections
* Graded homework for 50 students per semester, weekly; recorded student grades in both learning management system and on-paper
* **Use numbers and quantify your impact whenever you can, as above**

**University of Redlands, Department of Economics**  [City], [State]

*Teaching Assistant* August 2019 – April 2020

* Collaborated on creation of problem sets with Economics 101 professor for 100 students across four sections
* Graded homework for 50 students per semester, weekly; recorded student grades in both learning management system and on-paper
* **Use numbers and quantify your impact whenever you can, as above**

**LEADERSHIP EXPERIENCE**

**Club or Organization Name** Redlands, California

*Member / Treasurer / President / Etc.*                                                                                          January 2021 – June 2021

* Think about your Live Well Bulldogs, club leadership roles etc.; don’t spend too many bullets on them, 1-3 is fine
* You accomplished a lot, but for brainstorming purposes try starting with: what did you most often do for the club? How did you help? What was your impact? How was that impact different from some of your peers? Aka what makes you stand out?

**Intramural Volleyball** Redlands, California

*Captain, All-Rounder*  October 2018 – October 2020

* Organized recruitment and match schedule for the team around players’ schedules
* How did you / your team finish? 1st? 2nd? What goals did you have for the team / club, if any? Stuff like, “Developed my ability to manage under pressure and in a team,” is great; try to build on that if you can

**VOLUNTEER EXPERIENCE**

**Habitat for Humanity (8 hours),** *Redlands, California* January 2021 – June 2021

* Volunteer experiences differ from leadership experiences (above) because they may not be as time intensive (e.g., a single event or something you do infrequently); 1-2 bullet point is fine

**Redlands Food Pantry (2 hours/week),** *Redlands, California* January 2020 – June 2020

* Volunteer experiences differ from leadership experiences (above) because they may not be as time intensive (e.g., a single event or something you do infrequently); 1-2 bullet point is fine

**PRESENTATIONS & CONFERENCES**

**[“Presentation Title”]**[City], [State]

*[Conference or Event Name]* June 2021

* Topic addressed

**“Resume/CV and Cover Letter Basics”**  [City], [State]

*Career and Professional Development Conference* February 2021

* How to craft and tailor resumes and cover letters for job, internship, and graduate school applications

**PUBLICATIONS**

Student, R., & Ning, J., (20XX), Name of Article. *Journal Name, 14*(3), 23-28.

**ADDITIONAL SKILLS**

**Computer: Don’t lie.** “Intermediate Excel, Beginner Java / Python, Advanced G-Suite & Microsoft Office Suite,” is generally fine

**Language:** **Don’t list English.** If you don’t have strong non-English language skills, you do not need to include this.

**HONORS & AWARDS**

**Dean’s List** Fall 20XX-Spring 20XX

**Bulldog Scholarship** Date Awarded: May 20XX

**Employee of the Month**, Organization Name Date Awarded: 20XX