**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)

**Honors: Awarded** Dean’s List (Fall 20XX-Spring 20XX), **Scholarships, Other Honors**

**Relevant Coursework:** [**Pick 3-6 or so, AND DO NOT DUPLICATE; you took Calc I-III NOT Calc I, Calc II, Calc III; similarly, if you took “Most Advanced Calculus,” the low-level pre-reqs are implied.** ]

**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; keep the # of bullets for 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 Economics [**City], [State]

*Teaching Assistant* August 2019 – April 2020

* Created problem sets for 100 students across four course sections with assistance from each course professor
* 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? What makes you stand out from your peers?

**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

**ADDITIONAL SKILLS**

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

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