*This resume template is meant as a guide for you to start creating your resume.*

**[ Your First and Last Name ]**

[ Phone ] • [ Email ]

**EDUCATION**

**University of Rochester [ City, State ]**

*Bachelor of [ Arts or Science ], [ Major ] Anticipated [ Graduation Month Year ]*

*Minors, Concentrations*

* GPA: x.xx out of 4.00 [include only if above a 3.0, can include major GPA if higher than cumulative]
* [ Scholarships, Awards, Honors ]

**Name of High School [ City, State ]**

*[Name of High School Diploma] [ Graduation Date Month Year ]*

* GPA: x.xx out of 4.00
* [ Scholarships, Awards, Honors ]

**INDEPENDENT PROJECTS**

**[ Name of Project or Lab] [Month Year] – [Month Year]**

* Use action verbs describing the project or lab, including number of teammates, what your specific involvement was or content of course, skills and knowledge developed, presentations. Highlight key accomplishments through quantifiable results if possible. Mention transferable skills.]
* [ Example: *In a team of three, designed and analyzed economic feasibility of a photovoltaic power plant; consulted power management companies and vendors on cost and design considerations.* ]

**[ Name of Project or Lab] [Month Year] – [Month Year]**

* *[See above entry for example]*

**EXPERIENCE**

**[ Employer Name ] [ City, State ]**

*[ Job Title ] [ Month Year ] – [ Month Year or “present” ]*

* [ Description: bulleted statements leading with a past tense action verb describing main responsibilities, skills developed, and accomplishments. Quantify results using % and/or $ ]
* [ Example: *Coordinated math and reading tutoring sessions with three other tutors for a class of 25 first graders resulting in 20% increase in reading proficiency scores.* ]

**LEADERSHIP ACTIVITIES**

**[ University of Rochester, Organization Name ] [ City, State ]**

*[ Position Title ] [ Month Year ] – [ Month Year or “present” ]*

* [ Description: bulleted statements leading with a past tense action verb describing main responsibilities, skills developed, and accomplishments. Quantify results using % and/or $ ]
* [ Example: *Solicited $2500 in corporate sponsorships for annual collegiate rugby tournament benefiting the American Cancer Society.* ]

**[ Name of High School ] [ City, State ]**

*[ Position Title] [ Month Year ] – [ Month Year ]*

* *[See above entry for example]*

**SKILLS**

* [ Computer Skills (software and/or programming languages) ]
* [ Foreign language skills (if applicable) ]

*\*\*\*Do not include brackets [---] in your descriptions, these are meant to show how to highlight your information.\*\*\**