*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 ]
* [May list a course project here if not including a projects section]

**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.* ]

**[ 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 ]
* [ Example: *Planned a public health lecture series to highlight the need for policy changes to enhance a healthy lifestyle among low-income populations in the city of Rochester.*
* *Identified speakers, worked with public relations team on promotions, and managed logistics of events.*]

**CAMPUS 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 ]
* [ Example: *Solicited $2500 in corporate sponsorships for annual collegiate rugby tournament benefiting the American Cancer Society.* ]

**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 ]
* [ Example: *Solicited $2500 in corporate sponsorships for annual collegiate rugby tournament benefiting the American Cancer Society.* ]

**SKILLS**

* [ Computer Skills (software and/or programming languages) ]
* [ Technical Skills (for fields where lab or other hands-on technical skills are required) ]
* [ Foreign language skills (if applicable) ]

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