**Legal First Name (Optional: Preferred Name) Last Name (Sample Smeal Format)**(111) 111-1111 | [abc1234@psu.edu](mailto:abc1234@psu.edu)

**EDUCATION**

**The Pennsylvania State University** City, ST  
*Smeal College of Business (or Division of Undergraduate Studies)* Month 20XX  
Bachelor of Science in (First-year/Second-year: Intended Bachelor of Science in) GPA: X.XX  
Insert Minor or Secondary Major here (delete this line if you don’t have one) Dean’s List X/X semesters

**High School** (This should be removed after the first semester of your first year) City or Country, ST  
(You can include AP classes here or any scholarships/special awards received) Month 20XX  
 GPA: X.X/X.X

**Study Abroad Institution** (if completed) City, Country  
Program Name/Course Focus Month 20XX

**HEADING LABEL** (examples of labels: Work Experience, Leadership, Involvement, Activities, Volunteer, etc.)

**Organization/Employer** City or Country (if abroad), ST  
*Position Title* Month Year – Month Year

* Accomplishments and results (quantify if possible). For each bullet point, try to include: **What** task you completed, the **purpose** of the task, **how** you completed the task, and show any **results**
* Start each bullet with a strong action word (facilitate, lead, organize, train, etc.) – visit careerconnections.smeal.psu.edu for more examples
* Aim for 2-5 bullets for each experience

**Organization/Employer** City or Country (if abroad), ST  
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**HEADING LABEL** (Examples of labels: Work, Leadership, Involvement, Activities, Volunteer, etc.)

**Organization/Employer** City or Country (if abroad), ST  
*Position Title* Month Year – Month Year

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**HONORS/SKILLS/INTERESTS**

(Optional – showcase computer skills, language skills, or honors/interests that you would like to share with employers)