

Your Name

Current Street Address | City, State, Zip Code | name@wisc.edu | Phone Number | LinkedIn/Portfolio Link *[optional]*

EDUCATION

University of Wisconsin-Madison | Madison, WI

[Graduation Date] Month Year

Bachelor of Science/Arts: Major(s)-Concentration

- Certificate(s) *[If applicable]*
- GPA, Relevant Honors, Awards, Etc. *[Optional]*
- Relevant Coursework: *[Optional]*

Study Abroad or Institution *[If applicable]* | City, Country

Month Year – Month Year

- Study abroad coursework in _____.

[INDUSTRY SPECIFIC] EXPERIENCE *[multiple industry sections are optional, otherwise do one "Experience" section]*

Company | City, State

Month Year – Month Year

Position Title

- Beginning with your most recent position, describe your experience, skills, and resulting outcomes in bullet form
- Begin each line with an action verb and include details that will help the reader understand your accomplishments, skills, knowledge, abilities, or achievements
- Avoid having 1-3 words go to a second line with a bullet point

Company | City, State

Month Year – Month Year

Position Title | Specific Department *[Optional]*

- With your next-most recent position, describe your experience, skills, and resulting outcomes in bullet form
- Quantify where possible and show results
- Do not use personal pronouns; each line should be a phrase rather than full sentence

[INDUSTRY SPECIFIC or ADDITIONAL] EXPERIENCE *[Optional]*

Company | City, State

Month Year – Month Year

Position Title

- Try to have 3-5 bullet points for each position unless you are tight on space
- Your bullet points should use at least ¾ of the line if not reach the end of the line
- It is okay for some bullet points to be 2 lines, but they should NEVER be three lines or multiple sentences
- Avoid having too many 2 line bullet points

LEADERSHIP & INVOLVEMENT EXPERIENCE *[Optional]*

Organization | UW-Madison | Madison, WI

Month Year – Month Year

Role Month Year – Month Year

- You can list multiple roles for the same org under one organization

Role Month Year – Month Year

- The top date (on the organization/location line) can list your entire length of membership while the other lines can list the specific dates you were in that organization

SKILLS & INTERESTS *[Optional]*

Technical: List, Each, Skill, Using, Commas, Like, Adobe InDesign (Beginner), Python (Advanced), R (Intermediate)

Languages: Spanish (Fluent), French (Advanced), English (Advanced)

Interests: List, Interesting, Hobbies, And, Interests, Here, Fishing, Sports, Horseback Riding, Jousting, Pottery, Dance