

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

[Graduation Date] Month Year

- Certificate(s) [If applicable]
- GPA: X/4.0, 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 sections are optional, otherwise do one "experience section"]

Company | Position Title | City, State

Month Year – Present

- 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 | Position Title | City, State

Month Year – Month Year

- 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 | Position Title | City, State

Month Year – Month Year

- 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

Company | Position Title | City, State

Month Year – Month Year

- 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
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

Organization | Role | UW-Madison | Madison, WI

Month Year – Month Year

- Try to have 3-5 bullet points for each position unless you are tight on space.

SKILLS [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