**name goes here**

Home or School Address • Phone Number • Email Address

**Education**

**Bowdoin College**, Brunswick, ME

**Bachelor of Arts,** Major: XXXXX, Minor: XXXXX **Month/Year of Grad**

**GPA (if applicable):**

*Relevant Coursework:* List 4-5 courses relevant to position to which you’re applying

*Awards:* XXXXXXX (2-4 awards if applicable)

**Name of High School**, Location \*seniors include only if school is nationally known \* **Month/Year of Grad**

**GPA (optional)**

*Activities:* Put your 1-2 most important activities here, but if scarce on college activities, list HS activities below

­*Awards:* XXXXXX (2-4 awards if applicable)

**(relevant) work experience (\*\*section headings can vary\*\*)**

**Organization You Worked For**, Location of Internship or Job or vol. experience **Dates (e.g. Fall 2019-Present)**

*Position*

* Provide brief context for internship, tasks you performed, results obtained
* Start each bullet point with a strong action verb that highlights a skill you used to perform this task

**Organization X**, Location **Dates (e.g. Summer 2019)**

*Position #1 with Company X*

* You should have 2-3 bullets per entry to fully capture all the awesome things you did!
* Positions *do not* need to be paid – unpaid work is great experience to put here!
* Any work experience at Bowdoin can go here as well

*Position #2 with Company X* **Dates**

* For multiple positions with one company, create one bold heading and put various position titles underneath
* A great strategy you can use for bullet entries is “STAR” – Situation, Task, Action, Result – to fully capture the context of your position, the tasks and actions you took, and the results of your work!

**Organization Y**,Location  **Dates**

*Position*

* + For first-years and sophomores (and some juniors), your work experience will likely include some high school experiences, which is totally normal
	+ Prioritize relevancy over recency

**leadership and activities (\*\*section headings can vary\*\*)**

**Activity #1**, Location **Dates**

*Position (if applicable)*

* Clubs, sports teams, community service, and other activities can go here, most recent first
* 1-3 bullet points describing your involvement and accomplishments, and any leadership you undertook

**Activity #2**, Location **Dates**

*Position (if applicable)*

* The number of activities/experiences within each resume section can vary, depending on the stage of your career search and the relevance of your various work experience/activities to the job posting
* Employers like to read about things that you engaged with deeply, rather than a list of all activities

**skills, interests, anything else you’d like to add**

**Technical Skills:** Microsoft Office programs (Word/Excel/PowerPoint), computer programming skills, specific scientific lab skills, photo-editing programs, etc. Be sure to list proficiency in each (“Experience in,” Basic, Proficient, Advanced, etc.)

**Languages:** non-English languages and proficiency level (Conversational, Proficient, Advanced, Basic)

**Interests:** If space allows. This can help establish a personal connection between you and an interviewer/employer.