**First (Preferred) Last Name**

(111) 111-1111 | [abc1234@psu.edu](mailto:abc1234@psu.edu) | [LinkedIn Profile URL](https://www.linkedin.com/help/linkedin/answer/a542685/manage-your-public-profile-url?lang=en)

**EDUCATION**

**The Pennsylvania State University,** College of the Liberal Arts **City, State**

Bachelor of Science or Arts in Insert Name of Major Graduation: Month Year

Insert Minors or Secondary Major here (delete if you do not have one) GPA: X.XX / 4.00

**Name of High School** (delete this section after completion of first year) **City, State**

(Can include AP, IB Classes or scholarships / special awards Graduation: Month Year

**Name of Education Abroad Institution (**if completed) **City, Country**

Course Focus Month Year – Month Year

**HEADING LABEL** **EXPERIENCE** (Examples: Work, Leadership, Related, Volunteer, Research Experience etc.)

**Name of Organization / Employer City, State or Country**

*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**](https://studentaffairs.psu.edu/career/resources/marketing-materials/resume) (facilitate, lead, organize, train, etc.)
* Aim for 2-5 bullets for each experience

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**ACTIVITIES** (Use this category if you are a part of a student organization but do not hold a leadership position)

**Name of Organization City, State**

*General Member Month Year – Month Year*

**SKILLS**

***Technology:*** Insert Technology Skills here. Delete if none. (Examples: *R, Stata, C++, Microsoft Excel)*

***Language:*** Insert Language skills here. Delete if none. (Examples: *English (fluent), Arabic (Native), Spanish (Intermediate)*

**HONORS AND AWARDS** (Use this category if you have achieved any honors, awards, scholarships, etc. Delete if none.)

***Name of Award Date Achieved***

***Name of Award Date Achieved***