

FIRSTNAME LASTNAME

email@utexas.edu | (###) ###-#### | Austin, TX | [personal/linkedin.link](#)

EDUCATION

The University of Texas at Austin, Austin, TX Expected Graduation Date

Degree Type, Major

Minors, Certificates, Specializations GPA

College/University Name, Location Dates of Attendance

Degree/Credential Type/Area of Study GPA

Relevant Course Work: list, relevant, course, names

Awards: Dean's List, Fall 2023 | Outstanding Student Recipient, Spring 2022 | Other awards listed here

ACADEMIC PROJECTS

Project Title, Class title Semester

- Describe what you did in this project, skill you used and gained.

PROFESSIONAL EXPERIENCE

Organization Name, Location Month, Year – Month, Year

Position Title

- Start your bullet point with a strong action verb about what you did in this position.
- Tailor your bullet points to highlight the skills needed for the position.
- Quantify your achievements, be specific about how you completed your tasks.

LEADERSHIP EXPERIENCE

Organization Name, Location Month, Year – Month, Year

Position Title

- Describe what you did in this student organization or volunteering position.

University Leadership Network, The University of Texas at Austin Month, Year – Month, Year

[ELEVATE Gold](#)

- Completed 8 hours of leadership training activities completed a written project to develop my personal definition of leadership.
- Developed leadership skills such as giving and receiving feedback, resilience, communication, professionalism, and teamwork through participating in workshops, conferences, and lectures.

CERTIFICATIONS AND BADGES

[ELEVATE Gold Badge](#) – Skills: leadership, leadership development, community leadership Month, Year

Coursera Certificate Course – Short description of skills gained. Month, Year

SKILLS

Computer: Microsoft Office Suite, List computer programs you know how to use, Software, Programming

Language – skill level (ex: advanced, intermediate, beginner), Canva, Adobe

Languages: Language – Skill Level (ex: native, fluent, advanced, proficient, beginner)

Social media marketing, case management, data analysis (list skill important to job)