

NAME
Street Address • City, State Zip

Tel • email

EDUCATION St. John Fisher College, Rochester, NY

Degree type(major): Anticipated Grad. Date:

Minor (concentration):

GPA (if above 3.0)

Additional relevant academic information:

RESEARCH: Course/Organization, City, State: Date to date

Title

- Bullet Points- Provide information on what you did, how you did it, and the result. Start each bullet point with an action verb.
- If using the resume to apply for a research position or graduate school, feel free to use relevant jargon/details to show your research capabilities.
- If using for an employment opportunity that is not science related, you want to limit the science jargon and make it relatable to your audience.

EMPLOYMENT: ABC Inc, City, State: Date to date

Position Title

- Bullet Points- Provide information on what you did, how you did it, and the result. Start each bullet point with an action verb.
- Each bullet point should represent a new aspect of your position, or accomplishment.
- Additional accomplishment statements –identify related or transferable skills and results.

Another Inc, City, State Date to date

Position Title

- For experiences that are not directly related to your target, consider transferable skills and try to highlight those through your bullet points.

VOLUNTEER ABC Inc, City, State Date to date

Position Title

- Highlight transferable skills through your volunteer or campus involvement, especially leadership experiences.

ACTIVITIES Athletics, Student Organizations, Leadership Date to date

- Keep the formatting consistent with your experience sections.
- Bullet Points if highlighting relevant skills/accomplishments

COMPUTER (*List relevant skills*)

REFERENCES