

Full Name

City, State • Email • Phone Number • Personal Website or LinkedIn

Education

School

Anticipated Graduation Date

GPA

- Relevant Coursework (optional):
 - Skills (optional):
-

Volunteering Experiences

Title of Volunteering Experience, Location

Start Month, Year – End Month, Year

Position Title

- Description of duties within volunteering position and volunteer hours.

Title of Volunteering Experience, Location

Start Month, Year – End Month, Year

Position Title

- Description of duties within volunteering position and volunteer hours.

Title of Volunteering Experience, Location

Start Month, Year – End Month, Year

Position Title

- Description of duties within volunteering position and volunteer hours.
-

Extra – Curriculars

Name of Extracurricular

Start Month, Year – End Month, Year

Leadership Position (if applicable)

- Description of specific responsibilities: what did you do, how did you do it, why did you do it (results)

Name of Extracurricular

Start Month, Year – End Month, Year

Leadership Position (if applicable)

- Description of specific responsibilities: what did you do, how did you do it, why did you do it (results)

Name of Extracurricular

Start Month, Year – End Month, Year

Leadership Position (if applicable)

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Start Month, Year – End Month, Year

Leadership Position (if applicable)

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-

Honors

- Name of Award, Scholarship, Honors Recognition, etc Date Received
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General Resume Tips:

- First and foremost, please customize this template how you feel fit!
- Fill in the blue with your relevant experiences – use the section headers above to break up your resume
- Try to fill the entire page (feel free to adjust the spacing, font size, etc to achieve this)
- Use action words in your descriptions
 - [Action Words from Cornell](#)
- Check your spelling & grammar
- Make sure formatting is consistent
- Here are some other sections to consider adding/replacing to this template:
 - Work Experience
 - Leadership
 - Technical Skills
 - Research
 - Certifications
 - Projects
- Check out the PowerPoint titles 'Becoming FiERCE – Resume Tips' for more ideas on how to make your resume stand out!