

# Your Name

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Street • City, State + Zip (optional) • phone • email (preferably not illinois.edu address)

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## EDUCATION

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### University of Illinois at Urbana-Champaign

*BA expected Month XX*

Major(s), minor(s)

GPA if requested

Relevant coursework, honors, certificates, etc.

## EXPERIENCE

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### Current Employer/Organization

Location

*Job title*

*dates*

- present-tense verb + action + result/method/consequence (e.g. “Write two blog posts per week to promote upcoming events.”)
- present-tense verb + action + result/method/consequence
- present-tense verb + action + result/method/consequence
- present-tense verb + action + result/method/consequence

### Previous Employer/Organization

Location

*Job title*

*dates*

- past-tense verb + action + result/method/consequence (e.g., “Solicited donations for Fall 2018 Silent Auction that raised \$2000 for mental health programming.”)
- past-tense verb + action + result/method/consequence
- past-tense verb + action + result/method/consequence

### Earliest Employer/Organization

Location

*Job title*

*dates*

- past-tense verb + action + result/method/consequence
- past-tense verb + action + result/method/consequence
- past-tense verb + action + result/method/consequence

## LEADERSHIP DEVELOPMENT (can be PROJECTS if that’s more relevant -- or have both)

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### Most Recent Organization

Location

*Role*

*dates*

- Verb + action + result/method/consequence
- Verb + action + result/method/consequence
- Verb + action + result/method/consequence

### Previous Organization

Location

*Role*

*dates*

- Verb + action + result/method/consequence
- Verb + action + result/method/consequence

## SKILLS

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