Your Name

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

**EDUCATION**

**University of Illinois at Urbana-Champaign** *BA expected Month XX*

Major(s), minor(s)

GPA if requested

Relevant coursework, honors, certificates, etc.

**EXPERIENCE (*other options: use a heading that’s more specific to the information you want to convey*)**

**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 (*other options: PROJECTS or RESEARCH or other that’s more relevant*)**

**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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