

Name

Phone	City/ State LinkedIn	Email
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EDUCATION

Miami University – Oxford, OH	Anticipated May 2023
Minor or Concentration	GPA ____
Study A broad – location	

RELEVANT EXPERIENCE

, Employer, City/ State	2017 – present
Action verbs to describe your responsibilities, skills, and results	
List your experience in order of importance or significance	
, Employer, City/ State	2015 – 2017
Action verbs to describe your responsibilities, skills, and results	
List your experience in order of importance or significance	

RELEVANT SKILLS

If you don't have relevant experience then list the transferable skills from your past work or college experience

Use action verbs + context + results to describe the way you have demonstrated your skills

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Use action verbs + context + results to describe the way you have demonstrated your skills

ACTIVITIES

College clubs/ organizations – include leadership role (bold/ italicize the title)

Varsity sports

Volunteerism

HONORS

Dean's / President's List

Scholarships

Civic awards

WORK HISTORY OR OTHER EXPERIENCE

Job Title, Employer, City/ State,	Dates
C e Job Title, Employer, City/ State,	