**Firstname M. Lastname**

City, State Zip Code (optional)

412-123-4567

[email@mail.rmu.edu](mailto:email@mail.rmu.edu)

[www.linkedin.com/in/firstnamelastname](http://www.linkedin.com/in/firstnamelastname) (optional)

**EDUCATION**

Robert Morris University, Moon Township, PA

Bachelor of [Degree Program], [Major], Expected May 2028

GPA: X.X (if applicable, recommended if 3.0 or higher)

Name of High School, City, State (High school information is optional.)

Diploma, June 2024

GPA: X.X (optional, recommended if 3.0 or higher)

**COURSEWORK**

List courses related to your major or the 8 Career Readiness Competencies (such as Communication, Technology, etc.)

**WORK EXPERIENCE**

Company A, City, State

Job or Internship Title, Dates (Month Year-Present or Month Year-Month Year)

* Action Verb + Task/Context + Result
* Action Verb + Task/Context + Result
* Action Verb + Task/Context + Result

Company B, City, State

Job or Internship Title, Dates (Month Year-Month Year)

* Sample bullet phrases listed below:
* Planned and taught daily arts and crafts activities for 30+ children aged 7-12
* Increased sales by 15% through product recommendations to guests

**SKILLS**

List relevant skills in which you are proficient such as

Microsoft: Word, PowerPoint, Excel

**ACTIVITIES**

Name of Club/Organization- role/title (if applicable), Month Year-Month Year

Name of Club/Organization- role/title (if applicable), Month Year-Month Year

Name of Club/Organization- role/title (if applicable), Month Year-Month Year

(**Additional Section Options**: Honors and Awards, Project Experience, Volunteer Experience)