**FIRSTNAME LASTNAME**

Address | Phone Number | Email | LinkedIn URL

NOTE: CHOOSE ONE WORD FOR EACH TITLE IF RED. HIT TAB/SPACE UNTIL DATES ARE ALIGNED ALL THE WAY TO THE RIGHT. THIS FORMAT REQUIRES THE LEAST AMOUNT OF EXPERIENCE/CONTENT. **KEEP TO 1-PAGE.**

**EDUCATION**

**University of \_\_\_\_\_ Graduation Month Year**

***Major*,** *College Name*

* Relevant Coursework, Specialization, GPA if over ~3.0 (depending on major), anything else you think is relevant

**Former College/University if Relevant Graduation Month Year**

***Major*,** *College Name*

* Relevant Coursework, Specialization, GPA if over ~3.0 depending on major, anything else you think is relevant

**WORK/LEADERSHIP/VOLUNTEER EXPERIENCE**

**Latest Company/Organization Month Year - Month Year**

***Position Title City, State***

Optional summary of primary responsibilities and/or a brief description of the organization itself.

* Action verb(s) described what you did, followed by results/contribution to organization in past tense (even if it is current- it is easier to form the sentences)
* Focus on your contributions and the impact on the organization more than your responsibilities when possible
* Aim for approximately 3-6 bullet points. Remember: it is better to have fewer positions that are high quality than more positions with fewer responsibilities/contributions. Quality is more important than quantity.

**Second-Latest Company/Organization Month Year - Month Year**

***Position Title City, State***

Optional summary of primary responsibilities and/or a brief description of the organization itself.

* Expand bullet points again

**ADDITIONAL DATA (CAN ALSO TITLE SKILLS/LANGUAGES/ASSOCIATIONS)**

NOTE: THESE ARE ALL OPTIONS TO INCLUDE IF THEY ARE RELEVANT TO YOU. USE THIS LAST SECTION TO INCLUDE ANY POINTS YOU COULD NOT MENTION EARLIER THAT YOU THINK ARE RELEVANT.

* **Languages:** English (Fluent), Spanish (Fluent), French (Conversational)
* **Skills:** Propagation, Public Speaking, Microsoft Office (PowerPoint, Word, Excel)
* **Certifications:** Lab Safety, Microsoft Office
* **Associations:** President of Club, Volunteer at Organization,Member of the Collegiate Plant Initiative, Member of the Horticulture Club

**Alternative Format Award Date Awarded**