**First and Last Name**

City, State Zip Code • xxx@email.com • (xxx) xxx-xxxx • LinkedIn URL

**EDUCATION**

**Kansas State University** **Manhattan, KS**

Bachelor of (Arts or Science) Anticipated Month Year

Major(s): XX, XX

Minor(s): XX, XX

Cumulative GPA: X.XX, Major GPA: X.XX

**EXPERIENCE**

**Company Name** **City, State**

*Internship Title* Month Year – Month Year

* Past tense action verb, then describe relevant skills and abilities that lead to an outcome/result.
* Past tense action verb, then describe relevant skills and abilities that lead to an outcome/result.
* Past tense action verb, then describe relevant skills and abilities that lead to an outcome/result.

**Company Name** **City, State**

*Job Title* Month Year – Month Year

* Past tense action verb, then describe relevant skills and abilities that lead to an outcome/result.
* Past tense action verb, then describe relevant skills and abilities that lead to an outcome/result.
* Past tense action verb, then describe relevant skills and abilities that lead to an outcome/result.

**Company Name** **City, State**

*Volunteer Title* Month Year – Month Year

* Past tense action verb, then describe relevant skills and abilities that lead to an outcome/result.
* Past tense action verb, then describe relevant skills and abilities that lead to an outcome/result.
* Past tense action verb, then describe relevant skills and abilities that lead to an outcome/result.

**LEADERSHIP AND ACTIVITIES**

**Kansas State University,** Organization Name **City, State**

*Leadership or Member Title* Month Year – Month Year

* Past tense action verb, then describe relevant skills and abilities that lead to an outcome/result.
* Past tense action verb, then describe relevant skills and abilities that lead to an outcome/result.
* Past tense action verb, then describe relevant skills and abilities that lead to an outcome/result.

**Kansas State University,** Event Name  **City, State**

*Position or Member Title* Month Year – Month Year

* Past tense action verb, then describe relevant skills and abilities that lead to an outcome/result.
* Past tense action verb, then describe relevant skills and abilities that lead to an outcome/result.
* Past tense action verb, then describe relevant skills and abilities that lead to an outcome/result.

**SKILLS**

* Language ability/fluency (if applicable)
* Proficient in XX, XX, XX
* Knowledge of XX, XX, XX

**HONORS AND AWARDS**

**Honor/Award,** Organization Name Month Year

**Honor/Award,** Organization Name Month Year

**Honor/Award,** Organization Name Month Year