**YOUR NAME**

Phone Number | Most Relevant Address | Personal Email | LinkedIn link

**EDUCATION**

**University of New Hampshire - Durham, NH Expected: May Year**

*Bachelor of Science: ? - Minor:? GPA: Above a 3.0*

* Honors? Awards? Accolades?
* (EXAMPLE)Dean’s List: Fall 2013, Spring 2013, Fall 2014

**Related Course Work:** Course Name, Course Name, Course Name, Course Name, Course Name, Course Name

**TECHNICAL SKILLS**

**Laboratory Skills:** List full skill name so it can be found by a key word search

**Computer Languages:** List full computer language name so it can be found by a key word search

**Certifications:** Certification Name, Certification Name, Certification Name, Certification Name

**Languages:** Language and ability, Language and ability, Language and ability, Language and ability

**RELATED PROJECTS**

**Project Name – City, State Dates – Dates**

*Team Member*

* Provide full and technical descriptions of what you accomplished
* Highlight how it relates to the work you will be doing professionally

**RELATED EXPERIENCE**

**(This includes internships, research, work, volunteer, clubs, and organizations related)**

**Company Name – City, State Dates - Dates**

*Internship Title*

* Give full detailed sentences describing everything you have done
* Elaborate and sell yourself as much as possible
* This should be at least 3-4 bullet points long

**UNH: Student Org Name – Durham, NH Dates - Dates**

*Member? Affiliation Title?*

* This is where you can describe any related activities you have done on campus pertaining to the job
* Be as descriptive as possible and highlight the what’s, how’s and why’s
* This can be Greek Life, Clubs, or Organizations (as long as they relate)

**Organization Name – City, State Dates - Dates**

*Volunteer*

* Relate the volunteer activities to the job or internship you are applying to otherwise put in section below

**CAMPUS & LEADERSHIP ACTIVITIES**

**(Activities on or off campus – volunteer, clubs, sports, etc.)**

**UNH Residence Hall Dates – Dates**

*Resident Assistant*

* Describe what you do in this position

**ADDITIONAL EXPERIENCE**

**(Include any unrelated jobs or activities)**

**Company Name – City, State Dates - Dates**

*Job Title*

* Try to focus on transferable skills like customer service, communication, time management, etc.

**(EXAMPLE)**

**XYZ Restaurant & Grill – Durham, NH May – August 2012- 2014**

*Server*

* Ensured 100% guest satisfaction while providing the highest level of customer service in a fast-paced environment