

Harvard Mail Center
Cambridge, MA 02138

Your Name
name@college.harvard.edu
Phone Number

Home Street Address
City, St, Zip Code

Education

HARVARD UNIVERSITY

Degree, Concentration. GPA [Note: Optional]

Relevant Coursework or Thesis: [Note: Optional. Awards and honors can also be listed here.]

Cambridge, MA
Graduation Date

STUDY ABROAD [Note: If Applicable]

Study abroad coursework in _____.

City, Country
Month Year – Month Year

NAME OF HIGH SCHOOL

[Note: May include GPA, SAT scores, or academic honors an employer may want to know]

City, State
Graduation Date

Experience

ORGANIZATION

Position Title

Beginning with your most recent position, describe your experience, skills, and resulting outcomes in bullet or paragraph form. [Note: Begin each line with an action verb and include details that will help the reader understand your accomplishments, skills, knowledge, abilities, or achievements. Quantify where possible. Do not use personal pronouns; each line should be a phrase rather than full sentence.]

City, State
Month Year – Month Year

ORGANIZATION

Position Title

With your next-most recent position, describe your experience, skills, and resulting outcomes in bullet or paragraph form. [Note: Begin each line with an action verb and include details that will help the reader understand your accomplishments, skills, knowledge, abilities, or achievements. Quantify where possible. Do not use personal pronouns; each line should be a phrase rather than full sentence.]

City, State
Month Year – Month Year

Leadership and Activities

ORGANIZATION

Role

[Note: This section can be formatted similarly to the Experience section, or you can omit descriptions for activities. If this section is more relevant to the opportunity you are applying for, consider moving this above your Experience section.]

City, State
Month Year – Month Year

ORGANIZATION

Role

[Note: This section can be formatted similarly to the Experience section, or you can omit descriptions for activities. If this section is more relevant to the opportunity you are applying for, consider moving this above your Experience section.]

City, State
Month Year – Month Year

Skills & Interests [Note: Optional]

Technical: List computer software and programming languages

Language: List foreign languages and your level of fluency

Laboratory: List scientific / research lab techniques or tools [If Applicable]

Interests: List activities you enjoy that may spark interview conversation