**Education**

**Under/graduate Institution**, City, State Abbreviation/Country Month 20\_\_–Month 20\_\_

Degree Abbreviation in \_\_\_\_, May 20\_\_

Honors: Honor Name (term year)

Activities: Activity, Title (term year)

Activity, Title (term year)

Senior Thesis: “Title”

Study Abroad: School Name, City, Country, Dates or Semester Attended, Year

**Experience**

**Employer Name**, City, State Abbreviation

*Title* Month 20\_\_–Month 20\_\_

* Verb noun phrase, significance/detail (“Researched asbestos litigation via WestLaw for FakeCo”)
* Don’t actually write in color; try not to spill over the line
* Use three bullets max per entry unless your résumé is thin or you have a *great* reason to use more

**Employer Name**, City, State Abbreviation

*Title*Month 20\_\_–Month 20\_\_

* A couple more examples:
* Modernized company’s website, resulting in 45% increase in year-over-year traffic
* Led financial diligence on 2bn acquisition of Goliath Corp

**Employer Name**, City, State Abbreviation

*Title* 20\_\_–Month 20\_\_

* And some humbler examples:
* Trained four employees to use the cash register and handle food safely
* Summarized briefings on Capitol Hill for the entire office

**POST-COLLEGE ACTIVITIES (optional)**

**PERSONAL**

Hobbies, talents, languages, memorable experiences—with some detail