**First name Last name**

City, State Zip Code | 555-555-5555 | youremail@uci.edu | LinkedIn URL (edited)

# EDUCATION

University of California, Irvine Month Year

**Insert degree here (ex: Bachelor of Science, Political Science)**

**Insert minor here (ex: Minor in International Studies)**

* Cumulative GPA: 0.00
* Deans Honor List: insert quarters here

# EXPERIENCE

Company Name***,*** City, State Month Year to Month Year

**Position Title (ex: Administrative Assistant, Cashier)**

* Using action verbs describe duties, responsibilities, skills developed, and accomplishments separated by bullet points (3-5 bullets recommended).

# RELEVANT COURSEWORK

* List the names of the relevant courses here

# ACTIVITIES

Organization Name***,*** City, State Month Year to Month Year

**Position Title (ex: President, Active Member)**

* Using action verbs describe responsibilities, skills developed, duties, and accomplishments separated by bullet points (3-5 bullets recommended). Include leadership and volunteer roles.

# AWARDS

* Scholarships ($ amount) / Awards (if any) Month Year Awarded

# SKILLS

**Software:** List computer skills (software, etc.)

**Languages:** List other languages spoken (if any) and proficiency level

**Certifications:** List certifications if applicable