

FIRST LAST

Address, City, ST | Tele | Email

EDUCATION

PALM BEACH ATLANTIC UNIVERSITY - FL

BACHELOR OF ? IN MAJOR, MM YYYY

Minor in ?

GPA: 3.5/4.0

Summa Cum Laude

HONORS & AWARDS

- **Award Name**—brief description of how it is earned, YYYY
- **Award Name**—brief description of how it is earned, YYYY
- **Award Name**—brief description of how it is earned, YYYY

RESEARCH EXPERIENCE

INSTITUTE/COMPANY/SCHOOL—City, ST

Research Assistant, MM YYYY - MM YYYY

- [Project Description]
- [Professor Research Conducted Under, e.g. Dr. Angela McDonald]
- What you did + how you did it = results. Describe your role. Start with past tense verb. E.g. Conducted a literature review of over 50 abstracts.

INSTITUTE/COMPANY/SCHOOL—City, ST

Research Assistant, MM YYYY - MM YYYY

- [Project Description]
- [Professor Research Conducted Under, e.g. Dr. Angela McDonald]
- What you did + how you did it = results. Describe your role. Start with past tense verb. E.g. Conducted a literature review of over 50 abstracts.

PRESENTATIONS (select the style that works best of the two options below)

CONFERENCE NAME—City, ST, MM YYYY

- **SESSION TITLE**—description of presentation, authorship position, presentation type

- Presenter 1 (e.g.Grimes, J), Presenter 2, and **YourLastName, FirstInitial**: Presentation Title. Conference Name
14th Annual Meeting. City, ST. MM YYYY.

PUBLICATIONS

- Author 1 (Last Name, First Initial e.g. Fonseca, J.), Author 2, and **YourLastName, FirstInitial**: Publication
Title. Journal. YYYY, pp-pp. (Use PubMed formatting)

PROFESSIONAL ASSOCIATIONS

ProfessionalAssociationName, YYYY - YYYY

YYYY - Present

ProfessionalAssociationName, YYYY - YYYY

YYYY - Present

Commented [JF1]: For presentations and publications make sure to list them in the official citation style used by your industry or field. This can include poster presentations.

WORK EXPERIENCE

ORGANIZATION/EMPLOYER—City, ST

POSITION TITLE, MM YYYY – MM YYYY

- Accomplishment statement, starting with past tense verb and showcasing what you did + how you did it = results
- Accomplishment statement, starting with past tense verb and showcasing what you did + how you did it = results

ORGANIZATION/EMPLOYER—City, ST

POSITION TITLE, MM YYYY – MM YYYY

- Accomplishment statement, starting with past tense verb and showcasing what you did + how you did it = results
- Accomplishment statement, starting with past tense verb and showcasing what you did + how you did it = results

ORGANIZATION/EMPLOYER—City, ST

POSITION TITLE, MM YYYY – MM YYYY

- Accomplishment statement, starting with past tense verb and showcasing what you did + how you did it = results
- Accomplishment statement, starting with past tense verb and showcasing what you did + how you did it = results

COMMUNITY SERVE & LEADERSHIP

- [Name of Nonprofit] – hours served or what you did
- [Name of Nonprofit] – hours served or what you did
- [Name of Nonprofit] – hours served or what you did
- [Student Leadership Position] – description of role or quantifiable outcomes
- [Student Leadership Position] – description of role or quantifiable outcomes

PERSONAL INTERESTS & ACTIVITIES

- Hobby or activity
- Hobby or activity