**NAME**

Email | Phone | LinkedIn

**EDUCATION**

**Bachelor of Arts/Science in XYZ** May 20XX

Butler University, Indianapolis, IN

GPA:

Honors:

Relevant Coursework:

**RELEVANT EXPERIENCE**

**Title** Month Year – Month Year

Organization, City, State

* Action verb + task + How OR Why OR Result
* Action verb + task + How OR Why OR Result
* Action verb + task + How OR Why OR Result

**Title** Month Year – Month Year

Organization, City, State

* Action verb + task + How OR Why OR Result
* Action verb + task + How OR Why OR Result
* Action verb + task + How OR Why OR Result

**LEADERSHIP**

**Title** Month Year – Month Year

Organization, City, State

* Action verb + task + How OR Why OR Result
* Action verb + task + How OR Why OR Result
* Action verb + task + How OR Why OR Result

**Title** Month Year – Month Year

Organization, City, State

* Action verb + task + How OR Why OR Result
* Action verb + task + How OR Why OR Result
* Action verb + task + How OR Why OR Result

**OTHER EXPERIENCE**

**Title**, Organization, City, State Month Year – Month Year

**Title**, Organization, City, State Month Year – Month Year

**Title**, Organization, City, State Month Year – Month Year

**TECHNICAL SKILLS**

Proficient in Python, Adobe Creative Suite, etc. – Add any technical proficiencies such as language, computer programs, or computer related skills here.

**YOUR NAME HERE**

Address, City, State

Email: email@butler.edu | Phone: 123-456-7890

**EDUCATION**

**Butler University,** Indianapolis, IN                         Expected Graduation Month Year

Add Degree (Bachelor of Science/Arts), Add Major, Add GPA (optional)

* *Relevant Coursework:* if you took courses relevant to the internships/jobs you are applying for, add a few course titles here

**WORK EXPERIENCE**

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

*Position Title*

* Begin each bullet point with an action verb. Refrain from using passive phrases such as “responsible for”. Emphasize your strongest accomplishments and skills developed, rather than a list of job duties. Focus on what is relevant to the jobs/internships you are applying for.
* Use the CAR method (Circumstance + Action + Result) as a guide to creating your statements.
* Remember to use numbers when possible, to quantify your experience (e.g. how many employees you supervised, how many social media platforms you managed)

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

*Position Title*

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**CAMPUS AND COMMUNITY INVOLVEMENT**

**Club/Organization Name,** *Position Title* Month Year- Month Year

* Add bullet points under an entry if you want to elaborate on your experience or if you had additional responsibility in the club/organization

**Club/Organization Name,** *Position Title* Month Year- Month Year

* Add bullet points under an entry if you want to elaborate on your experience or if you had additional responsibility in the club/organization

**SKILLS**

If you’re going to have this section, focus on a list of technical/specialized skills (Microsoft, Adobe, Spanish language, etc.). Avoid listing “soft” skills (teamwork, communication, etc.)

**Your Name Here**

Phone Number | Email@butler.edu | LinkedIn URL (optional)

**Education**

**Add Degree (Bachelor of Science/Arts), Add Major          Expected Graduation Month Year**

Butler University           Indianapolis, IN

Minor: List minor here

**Relevant Experience** (can have different header names based on your experience!)

**Position Title     Month Year- Month Year**

Company Name       City, State

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**Position Title     Month Year- Month Year**

Company Name       City, State

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* Use the CAR method (Circumstance + Action + Result) as a guide to creating your statements.

**Campus Involvement**

**Position Title,** Name of Club/Organization     **Month Year- Month Year**

**Position Title,** Name of Club/Organization     **Month Year- Month Year**

* Add bullet points under an entry if you want to elaborate on your experience or if you had additional responsibility in the club/organization

**Additional Work Experience**

**Position Title     Month Year- Month Year**

Company Name       City, State

* If you have additional work experiences that aren’t as relevant, you can add an “Additional Work Experience” section, so those experiences are still listed, but more attention is drawn to your relevant experiences at the top of your resume.

**YOUR NAME HERE**

Email@butler.edu

Address, City, State

Phone Number

**EDUCATION**

*Butler University                                                           Indianapolis, IN*

**Add Degree (Bachelor of Science/Arts), Add Major                    Expected Graduation Month Year**

**Minor: Add minor here**

* GPA: optional to add GPA or other honors here
* Relevant Coursework: if you took courses relevant to the internships/jobs you are applying for, add a few course titles here

**ACADEMIC PROJECT EXPERIENCE**

*Course title (i.e. Consumer Behavior)               Indianapolis, IN*

**Role (i.e. Student Researcher, Student CEO, etc.)         Month Year- Month Year**

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**WORK EXPERIENCE** (can have different header names based on your experience!)

*Company Name*           *City, State* **Position Title         Month Year- Month Year**

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*Company Name*           *City, State* **Position Title         Month Year- Month Year**

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**LEADERSHIP EXPERIENCE**

*Name of Club/Organization*, **Position Title         Month Year- Month Year**

* Add bullet points under each entry to elaborate on your experience, especially if you had additional responsibility in the club/organization

**Your Name Here**

email@butler.edu | Phone Number | City, State | LinkedIn URL (optional)

**EDUCATION**

Butler University, Indianapolis, IN                                                       Expected Graduation Month Year

**Add Degree (Bachelor of Science/Arts), Add Major**

**Minor: Add minor here**

* GPA: optional to add GPA or other honors here
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Study Abroad Program Name, City, Country             Month Year- Month Year

**Semester Abroad**

* Add bullet points here to expand upon your experience (what you studied, what you learned, etc.)

**WORK/RELEVANT EXPERIENCE** (can have different header names based on your experience!)

Company Name, City, State             Month Year- Month Year

**Position Title**

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Company Name, City, State             Month Year- Month Year

**Position Title**

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**CAMPUS & COMMUNITY INVOLVEMENT**

Name of Club/Organization, **Position Title** Month Year- Month Year

Name of Club/Organization, **Position Title** Month Year- Month Year

* Add bullet points under an entry if you want to elaborate on your experience or if you had additional responsibility in the club/organization