

Firstname Lastname

youremail@my.cuesta.edu • phone number

Education

CUESTA COLLEGE

Degree with Concentration *GPA:(3.5 and above only)*

Relevant Coursework: (Include all coursework relevant to the job to which you are applying.)

San Luis Obispo, CA

Anticipated Graduation: Spring 2023

HIGH SCHOOL

[Note: include GPA 3.5 and above and academic honors an employer may want to know]

Location, CA

Graduation Date

Relevant Experience

ORGANIZATION

Position Title

City, State

Month/Year—Month/Year

- Beginning with your most recent position, describe your experience, skills, and resulting outcomes in bullet or paragraph form.
- 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 a full sentence.

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ORGANIZATION

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City, State

Month/Year—Month/Year

- Keep adding relevant experience as shown above.
- Volunteering, community leadership positions, non-profit project-based work relevant to the job should be added to these sections.
- Make sure employers get the full picture of who you are and what you've done.

Skills, Licenses, Certifications and Interests (erase the ones you don't include)

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]

Licenses: List active professional licenses and completed, non-coursework certificate programs

Interests: List activities you enjoy or special interests that may spark interview conversation