**First Name (Preferred Name) Last Name**

Pho-ne-tic Spelling

1885 Neil Avenue Apt. H ● Columbus, Ohio 43201 ● buckeye.1@osu.edu ● 614.777.0001 ● linkedin.com/in/osu

**Education**

The Ohio State University Columbus, Ohio

Major(s) Expected date of graduation (include Month, Year)

Minor(s)/Track/Certification/Etc. GPA

**Relevant Experience**

**Name of Organization** City, State

*Your Title Month, Year – Month, Year*

* Action, Issue, Result (incorporate Career Readiness Competencies when able)
* Action, Issue, Result (incorporate Career Readiness Competencies when able)

**Additional Experiences**

**Name of Organization** City, State

*Your Title Month, Year – Month, Year*

* Action, Issue, Result (incorporate Career Readiness Competencies when able)
* Action, Issue, Result (incorporate Career Readiness Competencies when able)

**Name of Organization** City, State

*Your Title Month, Year – Month, Year*

* Action, Issue, Result (incorporate Career Readiness Competencies when able)
* Action, Issue, Result (incorporate Career Readiness Competencies when able)

**Name of Organization** City, State

*Your Title Month, Year – Month, Year*

* Action, Issue, Result (incorporate Career Readiness Competencies when able)
* Action, Issue, Result (incorporate Career Readiness Competencies when able)

**Leadership Experience**

**Name of Organization** City, State

*Your Title Month, Year – Month, Year*

* Action, Issue, Result (incorporate Career Readiness Competencies when able)
* Action, Issue, Result (incorporate Career Readiness Competencies when able)

**Name of Organization** City, State

*Your Title Month, Year – Month, Year*

* Action, Issue, Result (incorporate Career Readiness Competencies when able)
* Action, Issue, Result (incorporate Career Readiness Competencies when able)

**Skills**

**Computer skills:** Identify specific hard skills and corresponding level of proficiency

**Language skills:** Identify specific language skills and corresponding level of proficiency

**Honors and Activities**

List any specific academic honors or notable achievements (e.g. Dean’s List, academic scholarships or awards), and dates in month, year format.

List extra-curricular activities to indicate engagement outside of classroom in college community which may not fit in another sections/warrant bullet point description, and dates in month, year format.