**Your Name Here**

City, State | youremail@xavier.edu | Phone Number

**EDUCATION**

**Xavier University,** Cincinnati, OH

***Bachelor of Arts in History,*** Expected Graduation Month Year

* **Minor:** add minor here
* GPA: optional to add GPA
* **Relevant Coursework:** if you took specific courses that you want to highlight for your graduate program, you can add the course title names here

**Study Abroad University/Program Name,** Location

***Semester Abroad,*** Dates

* Can add bullet points here if relevant, for example, describing what you studied or going into more detail about the program

**RESEARCH EXPERIENCE**

**Xavier University Name of Department,** City, State

*Position Title (i.e. Undergraduate Research Assistant),* Month Year- Month Year

* Describe in detail what projects you assisted with in your research experience
* Focus on the transferable skills you learned/gained as a result of this experience
* If you presented the findings/they were published somewhere, feel free to add that in as well!

**Research Project: “Name of Research Project”,** City, State

*Role (i.e. Principal Researcher),* Month Year

* Describe your project and highlight the skills you gained through the experience (method in which you collected data, analyzed findings, etc.)
* If you presented the findings/they were published somewhere, feel free to add that in as well!

**WORK EXPERIENCE**

**Company/Organization Name,** City, State

*Position Title,* Month Year- Month Year

* Using strong action verbs to start your bullet points, tell us what you did during your experience, whether it’s an internship, part-time position, on-campus employment, etc.
* Focus on what is most relevant to the experiences you are applying for
* Consider sharing any technology that you used during this experience
* Remember to use numbers when possible to quantify your experience (e.g. how many social media platforms you managed, how many posts you created, how much your following/engagement rate increased)

**Company/Organization Name,** City, State

*Position Title,* Month Year- Month Year

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**Company/Organization Name,** City, State

*Position Title,* Month Year- Month Year

**Company/Organization Name,** City, State

*Position Title,* Month Year- Month Year

\*\*\*for less relevant experiences, you can decide not to have any bullet points

**VOLUNTEER EXPERIENCE**

**Volunteer Organization/Program Name,** City, State

*Role/Position Title,* Month Year

* Feel free to add bullet points if you gained relevant experience that you want to mention and/or had other responsibilities beyond being a participant, such as providing leadership to a team

*Role/Position Title,* Month Year

* If you participated in a volunteer program twice, like Alternative Breaks, you can format your experience like this, where both instances are underneath the program title

**Volunteer Organization/Program Name,** City, State

*Volunteer,* Month Year- Month Year

* Feel free to add bullet points if you gained relevant experience that you want to mention and/or had other responsibilities beyond being a participant, such as providing leadership to a team

**CAMPUS INVOLVEMENT**

**Club/Group Name,** *Position/Role Title,* Month Year- Month Year

* If you had other responsibilities in your club/involvement experience beyond being a participant, feel free to add some bullet points detailing your role/responsibilities
* Otherwise, if you were a member but do not want to add bullet points, see the entries below for examples

**Club/Group Name,** *Member,* insert dates

**Club/Group Name,** *Member,* insert dates