

# SAMPLE RESUME

## FIRSTNAME LASTNAME

Boston, MA [Optional] | 617-555-1212 | email@address [a portfolio link or other info could be added here, if needed]

### Education

[Education may be moved to the end if Experience is more relevant. A Summary section could also be added as the first section.]

#### HARVARD UNIVERSITY Extension School

Cambridge, MA

Master of Liberal Arts (ALM), Field of Study [or Bachelor of Liberal Arts (ALB)]

Graduation Date [Month Year]

Capstone [Note: Optional]:

Graduate Certificate in [Topic] [If relevant]

[Note: other optional areas, such as Relevant coursework or Awards and Honors may also be added]

#### UNDERGRADUATE INSTITUTION [Note: If Applicable]

City, Country

Bachelor of Arts in Topic

Graduation Date [Month Year]

### Experience

#### ORGANIZATION

City, State (or Remote)

##### Position Title

Month Year – Month Year

- Beginning with your most recent position, describe your experience, skills, and resulting outcomes.
- 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.

#### ORGANIZATION

City, State

##### Position Title

Month Year – Month Year

- With your next-most recent position, describe your experience, skills, and resulting outcomes.
- 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.

### Additional Information [Note: section topic and content/format could vary]

#### ORGANIZATION

City, State

##### Role

Month Year – Month Year

- This section can be formatted similarly to the Experience section, or you can omit descriptions for activities.
- If this section is more relevant to the opportunity you are applying for, consider moving this above your Experience section.

### Skills

[Note: Optional; for some roles where specific skills are vital, such as programming, the skills section may be included earlier on the resume]

**Technical:** List computer software and programming languages

**Language:** List foreign languages and your level of fluency

**Laboratory** [Note: or other specific skills types, as applicable]: List scientific / research lab techniques or tools