

Make sure your name is the largest font on the page.

Full Name

Email Address | Phone Number | LinkedIn URL

Be sure to include Major(s), Minor(s), Certificates

Education

Duke University, Durham, NC Graduation Month and Year
Your Degree-write out completely

GPA: Optional, list if application requires a minimum GPA

Relevant Coursework: Optional, helpful to show courses that align with your interests

Honors & Awards: Optional, What have been your meaningful educational accomplishments while at Duke?

Only include HS if you are a FYS or Soph or, your HS has a strong Alumni network

Other University, Location Graduation Month and Year
Your Degree-write out completely

GPA: Optional, list if application requires a minimum GPA

Relevant Coursework: Optional, helpful to show courses that align with your interests

Honors & Awards: Optional, What have been your meaningful educational accomplishments while at Duke?

High School, Location Graduation Month and Year
GPA: Optional, list if application requires a minimum GPA

Experience Categories draw attention to patterns within your interests or skills.

Specific Experience Category #1

Role, Organization/Company, Location Dates

- Bullet points include an active and specific verb that describes this contribution, learning, skills or outcome, and details and data that make it tangible.
- Prioritize, with the most important and relevant bullets first.
- Use concise and clear language and industry-specific language only if applying to that industry

Student Organization, Location
Current Role Dates

- Action verb plus what you're doing and why/how/for whom/impact.

Earlier Role Dates

- Include a variety of experiences and contributions; no need to replicate information in similar roles.

Review resumes & profiles within your industry to get an idea of sections to include.

Specific Experience Category #2

Role, Organization/Company, Location Dates

- The number of bullet points under each experiences does not need to be consistent.

Include relevant skills based on what you're applying to.

Skills

Language(s): List the languages you can speak/read/write/understand with level of proficiency.

Computer or Technical: The more tech skills you have, the more you should expand the categories in this section.

Lab or Research: List the lab/research skills you have.

Interests: Highlight unique aspects of your background, personality or attention to professional topics.