

YOUR NAME

Street Address | City, ST ZIP Code | Phone Number | Email

EDUCATION

University of Maryland, College Park

Bachelor of Science, Environmental Science and Policy

GPA: 3.XXX

Anticipated
Graduation Date:
May 20__

Honors/Awards: Dean's List, Golden Key, AHANA Honor Roll

Relevant courses (optional) (if applicable - no more than 4-5 upper level classes)

Abroad University, City, Country Spring Semester, 200x

Studied (courses/subjects included)

EXPERIENCE

Name of Organization City, State

Job title

Start date - end
date (*beginning
with most recent*)

- This is any RELEVANT experience – internships, research, part-time jobs, etc. If it relates to the job you're applying for, include it in this section
- Describe any accomplishments that you achieved at your job
- Explain what you did, how you did it, why you did it, and what the results were
- Whenever possible, quantify the number of people/items/data that you worked with

*Use present tense for verbs describing jobs that you are currently performing)

Start date – end
date

Name of Organization City, State

Job title

- Describing Accomplishments: Result + Action + Problem/Project = good bullet point
- **Sample of vague bullet point:** Assisted with general upkeep and organization of homeless shelter
- **Sample of good bullet points:** Prepared and served meals to 50 homeless male residents; Maintained organization of supply closet and distributed resources to residents as needed; Acted as a liaison between program participants and staff members.

VOLUNTEER EXPERIENCE

Name of first Organization City, State

Title

Start date - end
date

Focus on a few key skills that your industry is looking for, and demonstrate how you used those skills through the description of the tasks/projects you accomplished at your job.

Name of second Organization (brief description if necessary) City, State

Title

Start Date - end
date

• Remember to be consistent; punctuation at the end of the phrases is not necessary unless you are using paragraph formatting

ACTIVITIES AND INVOLVEMENT

- List each organization (add an action verb phrase describing an acquired skill if you have space)
- May or may not be relevant to job you're applying for, but is important to mention, especially if it exemplifies leadership skills, communication, teamwork, etc.

SKILLS

- **Computers:** Microsoft Excel, PowerPoint, Word, and any other relevant computer skills or languages

- **Language:** List all languages you are fluent or proficient in or currently studying, if listed as fluent, should be able to conduct interview in that language.

This resume sample should be used as a starting point for visual models and general guidelines. Continue to use other resources for various styles/formats and resume tips. **Each student is encouraged to construct a resume that fits his/her unique skills and experiences!**