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

EDUCATION
University of Maryland, College Park   Anticipated
Bachelor of Science, Environmental Science and Policy   Graduation Date:
GPA: 3.XXX   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   Start date - end
Job title   date *(beginning*
- This is any RELEVANT experience – internships, research, part-time jobs, etc. If it relates to the job *with most recent)*
  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)

Name of Organization City, State   Start date – end
Job title   date
- Describing Accomplishments: Result + Action + Problem/Project = good bullet point
- ***Sample of <u>vague</u> bullet point:*** Assisted with general upkeep and organization of homeless shelter
- ***Sample of <u>good</u> 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   Start date - end
Title   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   Start Date - end
Title   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!**