First Last

(508) XXX-XXXX | email@umass.edu | linkedin.com/in/profile | Town, MA

EDUCATION

University of Massachusetts Amherst   **Amherst, MA**
Bachelor of Science in   *Candidate, May 2026*

- Relevant Coursework: Classes that you took
- Affiliations:

High School you Attended (Freshmen Only, Remove if Not)   **Town, MA**
High School Diploma   *Date Range*

EXPERIENCE (Versatile, Can be Work, Volunteer, Laboratory, Research, used to concentrate topics)

Company you Worked At (Bullets are descriptive of what YOU did, not a job description)   **Location, MA**
Position you hold   *June 2023 – Present*

- Strongest Bullet of Section, Action verb-led sentence describing actions you perform(ed) at job (If ongoing, verbs in present)
- Action verb-led sentence, can be weaker than 2nd sentence, but should still demonstrate actions performed
- 3rd Action verb-led sentence demonstrating action, concentrate material on left side of the paper
- 4th Action verb-led sentence demonstrating action, concentrate material on left side of the paper
- 5th Action verb-led sentence demonstrating action, 4-6 bullet point range is good, 5 is sweetspot

Company you Worked At (Bullets are descriptive of what YOU did, not a job description)   **Location, MA**
Position you hold   *Date Range*

- Strongest Bullet of Section, Action verb-led sentence describing actions you perform(ed) at job(If done, verbs in PAST tense)
- Action verb-led sentence, can be weaker than 2nd sentence, but should still demonstrate actions performed
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EXPERIENCE (Again, VERY Versatile Section Header)

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Job Position   *Date range*

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SKILLS

- Proficient at Microsoft Office Programs (Can change order)
- Could be Lab Skills (153, Intro Chem, Orgo Chem all count)
- Could be Software/Mechanistic Skills
- Could be Languages spoken