# EDUCATION

**Kalamazoo College**, Kalamazoo, MI

Month/Year (Anticipated date or graduation date)

*Bachelor of Arts in (your major)*

Concentration in\_\_\_\_\_\_\_\_\_; GPA *(include if above 3.0 – only carry out to 2 decimal places i.e. 3.25 or 3.51)*

Relevant Coursework *(if applicable/optional*): No more than 2-3 classes, course name only

High school, city, state *(for first year students)*

Month/Year (graduation date

*High School Diploma*

# EXPERIENCE *(in reverse chronological order, does not have to be paid)*

**MOST RECENT EMPLOYER**, City, State *(Abbreviated)*

Month/Year- Month/Year

*Position Title*

* Text (Lead with **STRONG** action verbs, describe task/duty, your actions and the result)
* Text
* Text

**EMPLOYER,** City, State

Month/Year- Month/Year

*Position Title*

* Text
* Text
* Text

# ACTIVITIES & LEADERSHIP

**Organization,** City, State

Month/Year- Month/Year

*Position Title*

* (These are volunteer positions, student organizations, campus engagement)
* Text

**Organization,** City, State

Month/Year- Month/Year

*Position Title*

* (These are volunteer positions, student organizations, campus engagement)
* Text

**HONORS AND AWARDS** *(If applicable/optional)*

* Include only what is necessary, such as the honor/award name
* No need for details unless this is important to the targeted position