

Name

Street Address ♦ City, State Zip ♦ Most Used Phone Number ♦ Email Address

OBJECTIVE

Seeking an internship or full-time position in the field of

EDUCATION

Texas A&M University at Qatar, Doha, Qatar

Graduation Month Year

Degree in Major

Minor(s) in.... (if applicable)

Major GPR: #.##; Cumulative GPR: #.##

LEADERSHIP (or WORK EXPERIENCE, ACTIVITIES, VOLUNTEER WORK)

Organization Name

Month Year – Month Year

Position Title (Month Year – Month Year)

- Action Verb, followed by description of most relevant or important duties and accomplishments
- Action Verb, followed by description of most relevant or important duties and accomplishments

Position Title (Month Year – Month Year)

- Action Verb, followed by description of most relevant or important duties and accomplishments
- Action Verb, followed by description of most relevant or important duties and accomplishments

Organization Name

Month Year – Month Year

Position Title

- Action Verb, followed by description of most relevant or important duties and accomplishments
- Action Verb, followed by description of most relevant or important duties and accomplishments

WORK EXPERIENCE (or LEADERSHIP, ACTIVITIES, VOLUNTEER WORK)

Company Name, City, State

Month Year – Month Year

Job Title

- Action Verb, followed by description of most relevant or important duties and accomplishments
- Action Verb, followed by description of most relevant or important duties and accomplishments

Company Name, City, State

Month Year – Month Year

Job Title

- Action Verb, followed by description of most relevant or important duties and accomplishments
- Action Verb, followed by description of most relevant or important duties and accomplishments

VOLUNTEER WORK (or WORK EXPERIENCE, LEADERSHIP, ACTIVITIES)

Organization/Event Name

Month Year – Month Year

- Action Verb, followed by description of most relevant or important duties and accomplishments
- Action Verb, followed by description of most relevant or important duties and accomplishments

HONORS (and/or AWARDS)

Honor/Award/Organization

Month Year – Month Year

- Action Verb, followed by criteria for selection or explanation of involvement

Honor/Award/Organization

Month Year – Month Year

SKILLS

List language skills and declare fluency (if applicable)

List relevant computer skills