

Education

- Your University, City, State** May 2010
Master of Science, Astrophysics
GPA 3.7
Other relevant details such as scholarships & special awards
- University of Such and Such, City, State** May 2005
Bachelor of Arts, History
GPA 3.8
Other relevant details such as scholarships & special awards

Experience

- Company or Organization, City, State** May 2010 - Present
Title
- Start with meaningful verbs in the present tense; be as descriptive as possible about what your responsibilities are and how you create value for your organization
 - When possible, quantify your success (increased sales by 50%...)
 - Stick with brief bulleted list of responsibilities/accomplishments; no rambling paragraphs
 - Make most important (usually most recent) job sections longer to denote their significance
 - Don't make freelance or part-time positions seem full-time/permanent; explain overlaps in jobs -- was one job part-time?
- Title*
- If you help multiple roles at the same place in one stint, you can list earlier roles like this (there is no need to list organization twice!)
- Organization, City, State** September 2007 - May 2010
Title
- Start with meaningful verbs in the past tense; be as descriptive as possible about what your responsibilities are and how you create value for your organization
 - Managed....
 - Produced...
- Organization, City, State** June 2005 - August 2007
Title
- Researched....
 - Authored...
- Organization, City, State** Summer 2004
Intern
- Shorten intern sections as your work history grows; eventually eliminate them
 - Analyzed...

Civic Participation/Community Involvement (Optional)

You can use this section to list relevant seminars (FEE, IHS, etc.), clubs (Bastiat Society, America's Future), political participation (campaigns, party involvement), volunteer activities, group membership (Rotary club, college alumni group), etc.

Special Skills (Optional)

You can use this section to list language skills, computer skills (specialized software, platforms), relevant certifications, etc.