**FirstName Initial (or Second Name) LastName**

[netid@nd.edu](mailto:netid@nd.edu) | (XXX) XXX-XXXX |City, ST Zip

**EDUCATION**

**University of Notre Dame** Notre Dame, IN

Degree Graduation Month & Year

Major | Minor GPA

**Previous Institution(s)** City, ST (or Country if non-US)

IB Diploma Graduation Month & Year

*Honors:* List a few key honors here

**RELATED EXPERIENCE [or RELATED PROJECTS or RELATED ACTIVITIES]**

**Organization Name** City, ST (or Country if non-US)

*Title* Summer 2022

**RELATED ACTIVITIES** *(to give a different format than above; do not use 2 “Related” categories)*

*Communications Director,* **Best Buddies**, University of Notre Dame Chapter Fall 2022 – present

* Generated new content for social media account, attracting new student members and increasing engagement by 125%

**EMPLOYMENT**

**Organization Name** City, ST (or Country if non-US)

*Title* Starting-Ending Dates (Month year – Month year)

**LEADERSHIP & ACTIVITIES** *(Can build these out to show skills or just list, similar to Service section below)*

**Organization Name** Notre Dame, IN

*Role* Month year – Month year

* *action verb + accomplishment/accountability + results (example below)*
* Coordinated the world’s largest outdoor five on five basketball tournament which raised over $10,000 to alleviate poverty in Jamaica through basketball clinics specializing in youth empowerment

**Organization Name** City, ST

*Role* Month year – Month year

* *action verb + accomplishment/accountability + results*

**SERVICE [or VOLUNTEER WORK]**

*Patient Care Assistant*, Memorial Hospital, South Bend, IN Fall 2022 – present

*Tutor*, St. Adalbert’s Elementary School, South Bend, IN Fall 2021 – Spring 2022

**SKILLS & INTERESTS** *(As Applicable…)*

**Computer Skills:**

**Languages:** Spanish (Intermediate)

**Lab:** # of credit hours in Biology …. or techniques – only if science student

**Interests:**