

Sample Student

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EDUCATION

Bachelor of Science, Psychology

Sept. 2020 – April 2024

Cumulative GPA: 3.92/4.00

Thesis title: "If you have an Honours thesis, you can include the title if you'd like."

EXPERIENCE

Name of company and position title

Sept. 2021 – Aug. 2023

- Include accomplishment statements of one or two lines each.
- Number of accomplishment statements to include depends on importance of position/activity.
- Begin each accomplishment statement with an active verb ("led"; "initiated"; "served"; do a web search for "action words for resume" to get ideas about verbs to use).

Name of company and position title

Aug. 2020 – Sept. 2021

LEADERSHIP

Name of involvement

- If you have many items under Experience, you may want to divide up the section into smaller pieces (e.g. a separate section for "Leadership" and "Athletics").

AWARDS & SCHOLARSHIPS

- If you have received a large number of awards and scholarships, you may want to include a short summary of them. The next item gives an example.
- Received more than **\$100,000** in scholarship funding between 2020 and 2023. You can also include a short list of major awards.
- One other strategy is to title your section **SELECT AWARDS & SCHOLARSHIPS**. This section would only list the major awards. The next items give some examples of what to include. I recommend including dollar values for scholarships.

- **Chancellor's Club Scholarship**, University of Calgary (\$80,000)

2020 – 2024

- **Best Paper Award**, Undergraduate Psychology Conference

2023

PUBLICATIONS

- Include publications in the standard format that you would use in your discipline or area of study. If there are multiple authors, be sure to put your name in bold (see examples below).
- Don't worry if you don't have any publications. In many fields, it is difficult or unusual for students to have any publications while still in their undergraduate studies.
- Gupta, B., **Student, S.**, Smith, J. (2023) Title of publication/presentation. [Details of publication.]

SKILLS

- This is a section where you can include information about languages you know, along with software and programming languages, or any other relevant skills based on your academic and other types of experiences. See the examples below.
- English (native fluency)

- French (proficient in writing, speaking, and listening)
- **Programming:** Java, Python

HOBBIES & INTERESTS

- I recommend including a hobbies & interests section. See the examples below.
- **Running:** completed three 5K races; currently training for first half-marathon.
- **Reading:** reads novels and non-fiction books of multiple genres.