**Your Name**

###.###.#### | [name@tulane.edu](mailto:name@tulane.edu) | linkedin.com/in/Name

**EDUCATION**

**Tulane University**  New Orleans, LA

**Bachelor of (Science / Arts),** Major: Major May 20xx

Minor:

GPA: X.XX

Honors: Dean’s List (3 semesters), Tulane Founders Scholarship ($15,000 per year)

**Study Abroad University**, City, Country Fall 20xx

* Add bullet point about the experience (optional)
* Add bullet point about the experience (optional)

**Relevant Coursework:** List names of classes

**RESEARCH PROJECTS**

**Name of Project/ Paper:** Add information about the project/ skills used

**RELEVANT EXPERIENCE**

**Name of Company/Organization**  City, ST

*Job Title* Start date Month Year – Present

* Start each bullet point with a strong action verb (analyze, manage, organize), and check your verb tenses
* Describe what you accomplished, contributed, or learned, and use a variety of action verbs
* Think about the “how, what, why, when, and who” of each bullet to make it so specific that it might not make sense on someone else’s resume, and don’t have multiple sentences in a bullet

**Name of Company/Organization** City, ST

*Job Title* Start date Month Year - End date Month Year

* Start each bullet point with a strong action verb (analyze, manage, organize), and check your verb tenses
* Describe what you accomplished, contributed, or learned, and use a variety of action verbs
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**Zenith Commercial Real Estate**  New York, NY

*Site Review* Summer 2020

* Toured top NYC commercial real estate brokerage
* Learned of economic development services available through the brokerage and through allied New York state agencies
* Provided feedback on a marketing campaign and advertising piece focusing on high-net-worth (HNW), ultra-high-net-worth (UHNW), and family offices of investors from Singapore, China, South Korea
* Attended pitch meeting for sale-side broker
* Attended negotiation session for $50 million Manhattan property

**ADDITIONAL EXPERIENCE**

**Name of Company/Organization** City, ST

*Job Title* Dates (as above)

* Start each bullet point with a strong action verb (analyze, manage, organize), and check your verb tenses
* Describe what you accomplished, contributed, or learned, and use a variety of action verbs
* Think about the “how what why when and who” of each bullet to make it so specific that it might not make sense on someone else’s resume, and don’t have multiple sentences in a bullet

**SKILLS**

**Computer:** Microsoft Excel (Certified), Microsoft Word, PowerPoint

**Language:** Spanish (Conversational)

**Personal Interests**: Knitting, Flying Trapeze Instructor, New Orleans Saints

NOTES: Spacing and font size can be updated as needed. Experience section(s) can be edited to fit personal preferences.