Name

Phone Number | Email | LinkedIn URL

PROFESSIONAL SUMMARY

This paragraph is where you want to communicate your strongest points and showcase your personal brand. Summarize your skills, strengths, and experience so that an employer can quickly get a sense of who you are and what you have to offer.

EDUCATION

COLLEGE NAME- City, State

Bachelor of Arts (Science) - Major — Expected- Month, Year

Minor in ____

Relevant Coursework: List out titles of courses applicable to job posting

EXPERIENCE

POSITION

Employer/ Organization, Location — Month, Year- Present

- 3-5 relevant bullet points that reference skills sought for the position to which you are applying
- Action verb+ What you did + How you did it+ Results
- (ex) Create a newsletter to better inform customers of products and services offered, yielding a sales increase of 10%

POSITION

Employer/Organization, Location — Month, Year- Month, Year

- 3-5 relevant bullet points that reference skills sought for the position to which you are applying
- Action verb+ What you did + How you did it+ Results
- (ex) Collaborated with marketing team to identify potential clients, maintaining the company's brand identity

POSITION

Employer/Organization, Location — Month, Year- Month, Year

- 3-5 relevant bullet points that reference skills sought for the position to which you are applying
- Action verb+ What you did + How you did it+ Results
- (ex) Designed several websites using javascript and other programs while successfully increasing customer engagement with the company

(The following sections are able to be added to a resume or substituted for other resume sections. Please keep your resume to one page)

SKILLS

- Applicable Skill
- Applicable Skill
- Applicable Skill
- Applicable Skill
- Applicable Skill
- Applicable Skill

Name

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OTHER INVOLVEMENTS

NAME OF INVOLVEMENT — Month, Year - Month, Yea
NAME OF INVOLVEMENT — Month, Year – Month, Year
NAME OF INVOLVEMENT — Month, Year - Month, Year

PROJECT EXPERIENCE (this section could be included under experience)

COLLEGE NAME, Course Title, Name of Professor — Semester, Year
"Title of Project"- Type of project (presentation, research paper, etc)

- 1-2 bullet points explaining what your project was about, what skills you learned from this project, and what you accomplished with this project
- (ex) Synthesized information from over 12 sources in LexisNexis and library archives to write a 20 page research paper over four months

AWARDS AND RECOGNITIONS

NAME OF AWARD — Date Awarded
NAME OF AWARD — Date Awarded