**Your Name**

Email Address | Primary Phone Number | LinkedIn Profile

**EDUCATION**

*Name of College, City, State* Expected Graduation Month & Year

*Bachelor of Arts/Science (Major)*

*Name of High School, City, State* Graduation Year

Dean’s List, Honors, & Awards (optional)

**EXPERIENCE**

**Company/Business/Organization** City, State

*Position Title* Dates Position Held (Ex. Month 20\_\_ - Present)

List experiences in reverse chronological order (most recent experiences on top and least recent on bottom)

Explanation of duties, role in organization, describing the difference you made in the position

Use action verbs at the beginning of each statement

Describe what you accomplished in your position and give numbers indicating increases in production, profit, feedback, etc.

**Company/Business/Organization** City, State

*Position Title* Month 20\_\_ - Month 20\_\_

Explanation of duties, role in organization, describing the difference you made in the position

Use action verbs at the beginning of each statement

Describe what you accomplished in your position and give numbers indicating increases in production, profit, feedback, etc.

**ACTIVITIES**

**Student Organization/Association/Team/Club** City, State

*Position Title* Month 20\_\_ - Month 20\_\_

List experiences in reverse chronological order (most recent experiences on top and least recent on bottom)

Explanation of duties, role in organization, describing the difference you made in the position

Use action verbs at the beginning of each statement

Describe what you accomplished in your position and give numbers indicating increases in production, profit, feedback, etc.

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*Position Title* Month 20\_\_ - Month 20\_\_

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**Student Organization/Association/Team/Club** City, State

*Position Title* Month 20\_\_ - Month 20\_\_

Explanation of duties, role in organization, describing the difference you made in the position

Use action verbs at the beginning of each statement

Describe what you accomplished in your position and give numbers indicating increases in production, profit, feedback, etc.

**SKILLS**

Computer: Proficient in Microsoft Office (List Programs), List other computer skills

Languages: List language(s) and proficiency level