**Your Name**

Email Address | Primary Phone Number | LinkedIn Profile

**EDUCATION**

*Name of College* Graduation Month & Year

*Bachelor of Arts/Science (Major)*

Dean’s List: List Semesters & Years (optional)

Relevant Course Work: Courses relevant to your industry and position of interest. Write out full names but do not include course #s

*Name of High School* Graduation Year

**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

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

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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