**Your Name**

Email Address | Primary Phone Number | LinkedIn Profile

**EDUCATION**

Name of CollegeGraduation Month & Year

*Bachelor of Arts/Science (choose the correct degree)*

Major: *your major(s)* | Minor: Your minor if you have one

GPA: X.XX (list out to two decimal places; do not list if below a 3.0; do not round up)

Honor Society or Awards:

**RELEVANT COURSE PROJECTS**

* Explanation of projects you’ve completed that are relevant to the position applying to. Be sure to include technical and non-technical skills used. Lists at least 2-3 projects.
* Examples technical bullet: Used Html to build a webpage advertising designer sweatshirts
* Example non-technical bullet: Worked in team to present on branding history for a specific company. Received positive praise on presentation skills from professor and an A on the project.

**EXPERIENCE**

**Company/Business/Organization**, City, State Month 20\_\_ - Present

*Position Title*

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 Month 20\_\_ - Month 20\_\_

*Position Title*

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 Month 20\_\_ - Month 20\_\_

*Position Title*

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.

**CAMPUS & VOLUNTEER INVOLVEMENT**

**Student Organization/Association/Team/Club**, City, State Month 20\_\_ - Present

*Position Title*

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.

**Student Organization/Association/Team/Club**, City, State Month 20\_\_ - Month 20\_\_

*Position Title*

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 & Social Media: Microsoft Office (List Programs), Other software, Social media

Languages: List proficiency level in reading, writing and speaking