**Your Name**

Email Address | Primary Phone Number | LinkedIn Profile

**EDUCATION**

**Name of College** Graduation 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)

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

**TECHNICAL SKILLS**

Languages: List languages such as Java, C, C++, MatLab, etc.

Operating Systems: List systems such as Unix, Sun Solars, MacOS, etc.

Software: List software such as Eclipse, Adobe Photoshop, Minitab

**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

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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\_\_

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**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)

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