**First Last** | City, ST | [email@email.com](mailto:email@email.com) | 555-555-5555 | LinkedIn URL (customize link in your LI settings)

Add 1-2 sentences summary responding directly to the requirements of the job description. Highlight your major, graduation date, and key skills or experience related to the job description. Use keywords from the job description to highlight your fit for the given role.

**EDUCATION**

**Education Type (ex: Master of Business Administration)**, School Name **Grad Month Year**

* *Leadership and Honors:* briefly list club affiliations, honors, awards, achievements, etc. (ex: Chess club president, Dean’s List, 4.0 GPA)
* *Coursework:* List classes if applicable to job description; avoid course numbers—list as an outside person would understand (ex: Fundamentals of Finance, Accounting)

**Education Type (ex: Bachelor of Science, Business Administration)**, School Name **Grad Month Year**

* *Leadership and Honors:* briefly list club affiliations, honors, awards, achievements, etc. (ex: Chess club president, Dean’s List, 4.0 GPA)
* *Coursework:* List classes if applicable to job description; avoid course numbers—list as an outside person would understand (ex: Fundamentals of Finance, Accounting)

**RELEVANT EXPERIENCE 🡨 click into the comment**

**Job Title**, **🡨 click into the comment** Company Name/Project Name **Month Year – Month Year**

* Action Verb + Accomplishment + Result of your accomplishment (numbers and details) – can be several lines long
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**Job Title**, Company Name/Project Name **Month Year – Month Year**

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**Job Title**, Company Name/Project Name **Month Year – Month Year**

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**Job Title**, Company Name/Project Name **Month Year – Month Year**

* Action Verb + Accomplishment + Result of your accomplishment (numbers and details) – can be several lines long
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**ADDITIONAL EXPERIENCE**

**Job Title**, Company Name/Project Name **Month Year – Month Year**

* (Optional) Proudest accomplishments in this role

**Job Title**, Company Name/Project Name **Month Year – Month Year**

**Job Title**, Company Name/Project Name **Month Year – Month Year**

**Job Title**, Company Name/Project Name **Month Year – Month Year**

**SKILLS**

**Technical Skills:** Add subcategory– tool, platform, system, database, coding language you know related to the subcategory for example: Project Management: Trello, Asana, Agile Mythologies, PMP

**Certifications:** list any certifications you have. If you don’t have any certifications, delete this category.

**Volunteer:** list any volunteer experience you have. If you don’t have any volunteer experience, delete this category.

**Interests:** add subcategory – add details/accomplishments/numbers to showcase your interest, for example: Long Distance Running – Track & Field 2012-2016; 23rd place in 2023 Chicago Marathon; Avid Trail Runner