**NAME**

City, ST • email address • phone number • LinkedIn address

**OBJECTIVE** *<Optional but helpful.>*

*<This statement would be something like the following. Revise so the language sounds like you but lean on the formal side.>* To obtain/secure a role in the \_\_\_\_\_\_\_ field/area/industry that builds on my academic knowledge in \_\_\_\_\_\_\_\_ and my work/volunteer experience and skills in \_\_\_\_\_\_\_ while I contribute with integrity and dedication to the success and growth of your organization.

**EDUCATION**

**NAME OF COLLEGE** City, MN

**Bachelor of Arts/Sciences: State Major(s); State Minor(s)** Graduation Expected Month Year

**Relevant Coursework:** *<List classes related to your objective or your major; using 2 lines max>* *<Optional>* GPA: 0.00/4.00

**Honors/Achievements:**

**TECHNICAL SKILLS**

Technical skills: *<List software, programming languages, web design experience, etc. Use two columns if needed, to save space.>*

**LEADERSHIP EXPERIENCE**

**Experience # 1** City, ST

*Position Title* Dates worked (e.g., Aug 2022 – Present)

* Description 1
* Description 2
* Description 3

**EMPLOYMENT***<NOTE: The most RECENT job should be at top of list; oldest one at bottom of list.>*

**Employer # 1** City, ST

*Job Title* Dates worked (e.g., Aug 2020 – Present)

* Description 1
* Description 2
* Description 3

**Employer # 2** City, ST

*Job Title* Dates worked (e.g., May 2019 – Aug 2019)

* Description 1
* Description 2
* Description 3

**Employer # 3** City, ST

*Job Title* Dates worked (e.g., May 2017 – Apr 2018)

* Description 1
* Description 2
* Description 3

**VOLUNTEER WORK** *<NOTE: The most RECENT position/event should be at top of list; oldest one at bottom of list.>*

**Volunteer Opportunity #1** City, ST

*Position Title* Dates worked (e.g., May 2023 – Jun 2023)

* Description 1
* Description 2

**Volunteer Opportunity #1** City, ST

*Position Title* Dates worked (e.g., Nov 2021 – Dec 2021)

* Description 1
* Description 2

**SKILLS** *<Optional>*

Language skills: *<List them and indicate verbal or written fluency level for each.>*

Soft Skills: *<List such things as … Great listener; Always on time; Highly organized; Curious learner; etc.>*