**FIRST NAME**

**LAST NAME**

Shape, circle

Description automatically generated

City, State

(000) 000-000

email@email.com

name.linkedIn.com

**SUMMARY**

Summarize your experience and how you'll apply the skills and knowledge gained from those experiences. Keep it short, sweet, and specific. Here's an example we love: Sophomore student seeking an opportunity to gain professional experience as I pursue a Bachelor of Science in Accounting. Obtained 1 year of experience in foundational accounting principles, and comprehensive inventory and data entry methods as an office assistant in Illinois State’s Accounting Department. Skills include exceptional time-management, attention to detail, and problem-solving.

**EDUCATION**

* **School |** **City, State**

*Graduation Month, Year |* *Degree*

GPA if above 3.0 | Academic achievements and awards (e.g Dean's List)

Relevant Coursework

**EXPERIENCE**

* **Company Name |** **Position |** **City, State**

*From* *Date to* *Date*

* Job experience description here
* Job experience description here
* **Company Name | Position | City, State**

*From Date to Date*

* Job experience description here
* Job experience description here
* **Company Name | Position | City, State**

*From Date to Date*

* Job experience description here
* Job experience description here

**SKILLS**

* **Professional**
* Skill (Pro Tip: consider hard & soft skills)
* Skill
* Skill
* **Technical**
* Skill
* Skill
* Skill

**EXTRACURRICULAR**

* **Position |** **Organization**

*From Date to Date*

* Description
* Description
* **Position | Organization**

*From Date to Date*

* Description
* Description