**First Name Last Name**

Address City, State

(XXX) XXX-XXXX | Email@gmail.com |[www.linkedin.com/in](http://www.linkedin.com/in)

**Summary (optional)**

Write 3-4 lines giving an overview of your resume. Do highlight any major accomplishments and why you are interested in a particular company or industry. Talk about what value you can provide them. Remember this is the first impressions and should be very brief but make the person want to read the rest of the resume.

**Education**

Name of University, ABC school June 2010–May 2012

Degree (ex. Bachelor of Science), Major: XXXXX GPA

Minor: XXXXX

\*\*do not use bullet points in education section

**Professional Experience**

**Organization Name** City, State

***Position Title*** Month year–Present

* Write your main highlighted accomplishments.
* Think about how your task/project helped the company do better and how you added value to the company.
* Follow the format “Performed X by doing Y resulting in Z”
* Start with strong action verbs and avoid using responsible, helped, researched or assisted.

**Organization Name** City, State

***Position Title*** Month year–Present

* Write your main highlighted accomplishments.
* Think about how your task/project helped the company do better and how you added value to the company.
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* Start with strong action verbs and avoid using responsible, helped, researched or assisted.

**Activities**

**Organization Name, Institution Name** City, State

***Title***  Month year–Present

Brief description (1-2 lines).

* This might be activities related to a specific class or organization on campus or volunteer work experience.
* Try to show hard skills of projects you have worked on.
* You should also focus on leadership, teamwork, and management skills here