**First Name Last Name**

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. Highlight major accomplishments and why you are interested in a particular company or industry. Talk about what value you can provide them.

**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.
* Follow the format “Performed X by doing Y resulting in Z”
* 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

**Skills**

Skill, skill, skill, skill, skill