

# FULL NAME

City, State  
Customized LinkedIn URL

Phone Number  
Email

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## PROFESSIONAL PROFILE (~3 Sentences)

Summarize your strongest qualifications and experiences in relation to the position for which you are applying. Highlight your strongest relevant core competencies and tech skills. Include “seeking a \_\_\_\_\_ position starting \_\_\_\_\_” as your last sentence to clarify for the reader exactly what you are looking for.

## CORE COMPETENCIES *(Soft Skills)*

Core Competency | Core Competency | Core Competency | Core Competency

## TECHNICAL SKILLS *(Computer Software packages/programs)*

Skill | Skill | Skill | Skill | Skill

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## EDUCATION

### Degree Name in Major

University of North Texas, Denton, TX

GPA: If above 3.0

Expected Graduation Date: Mon Year

### HONORS & AWARDS (remove if n/a)

### ADDITIONAL EDUCATION/CERTIFICATIONS/TRAINING/RELEVANT COURSEWORK (remove if n/a)

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## EXPERIENCE (Jobs, Internships, and Relevant Class Projects)

COMPANY NAME

Starting Mon Year - Ending Mon Year

Optional: One or two short sentences explaining the company if not well-known

### Job Title

City, State

- 3-step bullet point: what did you do, what did you use to do it, quantify with numbers
- Examples below...
- Worked with a team of 3 to develop a 5-year financial budget using advanced functions in Excel such as pivot-tables and VLOOKUPS.
- Utilized multitasking abilities to effectively manage the cash register, while simultaneously taking and preparing orders for approximately 300 customers per shift.

CLASS PROJECT NAME, UNT

Term Year

### Job Title

City, State

- 3-step bullet point: what did you do, what did you use to do it, quantify with numbers
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COMPANY NAME

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## LEADERSHIP, CAMPUS & COMMUNITY INVOLVEMENT (remove if n/a, bullet points for significant contributions)

Member (or other leadership title), AMA, UNT American Marketing Association

Fall 2018 – Present

- 3-step bullet point: what did you do, what did you use to do it, quantify with numbers

Volunteer, Denton Red Cross

Starting Mon Year - Ending Mon Year

- 3-step bullet point: what did you do, what did you use to do it, quantify with numbers