

FULL NAME

City, State
Customized LinkedIn URL

Phone Number
Email

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

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)

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

Starting Mon Year - Ending Mon Year

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Job Title

City, State

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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