

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 as they relate to the positions you are apply to. Include “seeking a/n (Internship or full-time position) starting _____” as your last sentence to clarify for the reader exactly what you are looking for.

CORE COMPETENCIES (Soft Skills-Match to Job Description if you can)

Core Competency | Core Competency | Core Competency | Core Competency

LABORATORY SKILLS/TECHNICAL SKILLS (e.g. Immunocytochemistry, Enzyme-linked immunosorbent assay (ELISA), Fluorescent microscopy, Stereotaxic surgery including post-op care, Microdissection, Behavioral assays)

Skill | Skill | Skill | Skill | Skill

EDUCATION (Only include schools where you have a degree)

Degree Name in Major

University of North Texas, Denton, TX

Expected Graduation Date: Mon Year

GPA: If above 3.0

HONORS & AWARDS (remove if n/a)

Dean’s List

Fall 2018 – Present

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

LinkedIn Learning

Summer 2020

Excel Certified

Fall 2018

SPSS Certification

Spring 2019

RELEVANT EXPERIENCE (Research, Internships, and Relevant Class Projects; if research, add in Supervisor name)

COMPANY/RESEARCH PROJECT NAME | City, State

Mon Year - Mon Year

Job Title

- 3-step bullet point: what did you do, what did you use to do it, quantify with numbers
- (Example) Worked with a team of 3 to develop a 5-year financial budget using advanced functions in Excel such as pivot-tables and VLOOKUPS.
- (Example) 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

Project Role

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

OTHER PROFESSIONAL EXPERIENCE

COMPANY NAME | City, State

Mon Year - Mon Year

Job Title/Intern

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

LEADERSHIP, CAMPUS & COMMUNITY INVOLVEMENT (remove if n/a)

Member (or other leadership title) | UNT Logistics Student Association

Fall 2018 – Present

Volunteer | Denton Red Cross

Mon Year - Mon Year