# Your Name in 18 Point, Bold

City, State, Zip ▪ 512-555-5555 ▪ email@email.com

## SUMMARY OF QUALIFICATIONS

* List 4 to 5 of your most relevant qualifications in statement form…
* … And be prepared to illustrate these qualities in an interview. Some examples:
* Experienced shift manager, supervising staff in a small business operation
* Proactive leader and communicator, paying attention to detail
* Over 3 years of customer service experience in various settings

**EDUCATION**

**Exact Title of Degree, with an Emphasis in Area** Month and Year of Graduation

*Name of University, City, ST*

**Minor:** (if applicable)

**Overall GPA or GPA in Major:** (Optional, consider listing if it is above 3.0)

**Relevant Coursework:** (Optional)Advanced Social Media**,** Computer Information Systems, etc.

## EXPERIENCE (List in reverse chronological order - most recent to oldest.)

**Intern**  Month Year - Month Year (or Present)

*Name of Business or Organization, City, State*

* Offer additional knowledge, skills and abilities to supplement the information included in your cover letter or summary (if used)
* **Focus on accomplishments, not just job duties**
* Provide as much detail about your responsibilities as possible

**Position Title in Bold** Month Year - Month Year

Name of Business or Organization, City, State

* Offer additional knowledge, skills and abilities to supplement the information included in your cover letter or summary (if used)
* **Focus on accomplishments, not just job duties**
* Provide as much detail about your responsibilities as possible

**UNIVERSITY PROJECTS**

**Project Title** Month and Year (or Present)

* Offer additional knowledge, skills, and abilities. Limit to 2 bullet points when possible.
* Focus on accomplishments and skillset gained, not just project duties.

## ACTIVITIES (If you have held a leadership position, describe accomplishments.)

**Current Member,** Professional Association Year(s) involved

**Member/Officer**, Student Organization 2016 -2018

**Volunteer**,Volunteer Organization Year(s) involved

## ADDITIONAL (List any relevant skills, trainings, and awards.)

**Technical Skills:** List relevant technical skills such as Pthyon, Javascript, Excel, etc.

**Languages:** List known languages and include proficiency.

**Certifications & Training:** Include any relevant certifications/training courses.

**Awards:** List all awards, scholarships (including Dell Scholars), and other relevant honors.