FIRST LASTNAME

City, State | 123-123-4567 | Email Address | [Linkedin.com/in/customurl](http://linkedin.com) | [Personal website or social media URLs (if helpful)](http://twitter.com)

**SUMMARY**

Add a summary here.

**EDUCATION**

GRAD YEAR or Class of 202#

School Name - City, State

GPA (remove If it’s not impressive)

Academic Honors (if applicable)

**EXPERIENCE**

MONTH YEAR – MONTH YEAR

Title, Company or Organization, City, State

* List accomplishments or responsibilities
* Make sure they’re written in a consistent form and tense
* Use action verbs and active voice
* Quantify results wherever possible
* Match language from the job description

MONTH YEAR – MONTH YEAR

Title, Company or Organization, City, State

* List accomplishments or responsibilities
* Make sure they’re written in a consistent form and tense
* Match language from the job description
* Add more if applicable

**SKILLS**

* List Productivity Apps or Specific Software
* Identify your strengths in Communication and Soft Skills

**ACTIVITIES & ACHIEVEMENTS**

Activity, 201#-202X

Achievement or Award, 20XX

**REFERENCES**

Name Name 2

Phone Phone 2

Email Email 2