YOUR NAME

Phone | Email | Location (City, State, Zip)

LinkedIn profile

**EDUCATION**

**Degree Type** Month/ year of completion

Institution name, City, State

GPA 4.0/ 4.0 (only if looking for an internship)

**SKILLS**

Skill, Skill, Skill

**EXPERIENCE**

**Title, Company Name**  Start Date- End Date

Location

* (Strong action verb) + what you did (detail) + reason, outcome or quantified results
* (Strong action verb) + what you did (detail) + reason, outcome or quantified results
* (Strong action verb) + what you did (detail) + reason, outcome or quantified results

**Title, Company Name** Start Date- End Date

Location

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**AWARDS/ RECOGNITIONS/ VOLUNTEER WORK- (OPTIONAL)**

* Award, recognition, or volunteer work
* Award, recognition, or volunteer work
* Award, recognition, or volunteer work