

First Name, Last Name

City, State Zip • (555) 555-1234

CareerCenter@email.com • linkedin.com/in/your-name-here

Personal Summary

It is typically about 4 to 5 sentences. When you are compiling this section, think about the following:

What are you bringing about that is different? Who are you and what are you about on paper? Be specific. Use those adverbs and adjectives to show that YOU have the skills and qualities that they want.

This is describing what you have to offer and what YOU bring to the table. This section is written in a third person format so there is no 'I' statements.

*Tips: Focus on what the employer needs by looking at the job description and integrating the key skills; specifically state how you exemplify them, do not just copy and paste them.

Education

Degree,

YYYY - Optional

College Name, Location

- Consider listing course titles (not numbers), details of coursework and special projects, or academic accomplishments that show you are ready to excel in your new industry.
 - List additional certifications obtained or relevant leadership or management trainings completed
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Professional Experience

Company 1, Location

Job Title

MM/YYYY-Present

- It is OK that you do not have much work experience as a recent graduate. Having industry-relevant internships will help, but any professional experience will be helpful.
- Use Bullet point like formatting
- List accomplishments; statistics or award
- Make sure they're written in a consistent form
- Use the active voice
- Ensure there is congruency between your summary and work experience sections

Company 2, Location

Job Title

MM/YYYY-Present

Certifications

- Name of Certification, Affiliation (Expiration Date) MM/YYYY
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Leadership and On-Campus Involvement

- Role, Organization MM/YYYY