[FIRST LAST]

[City, State] · [Phone] · [Email] · [LinkedIn or portfolio URL]

Objective

[One or two sentences: the role you want, your strongest relevant qualities and what you hope to contribute. Example: Motivated recent marketing graduate seeking an entry-level coordinator role where I can apply my social media and data analysis skills.]

Education

[Degree or High School Diploma], [Major] · [School], [City, State] · [Graduation Month Year]
GPA: [3.6/4.0] · [Dean's List, honors, scholarships]
Relevant coursework: [Course], [Course], [Course]

Projects

[Project Name] · [Class, club or personal project] · [Month Year]

- [What you did and the result, e.g. Built a budget tracker app used by 40 classmates]
- [Skill or tool used]

Experience

[Job Title] · [Employer], [City, State] · [Month Year] – [Month Year]

- [Responsibility or achievement that shows a transferable skill]
- [Responsibility or achievement]

Volunteer work and activities

[Role] · [Organization] · [Dates]
[One line describing what you did or achieved]

Skills

Technical: [Software, tools] · **Languages:** [Language (level)] · **Other:** [Skill], [Skill]

Certifications

[Certification name] · [Issuer] · [Year]