**Firstname Lastname**

(123) 456-7890 **∙** your\_email@url.com **∙** linkedin.com/in/yourURL

**SUMMARY**

EXAMPLE: A dedicated, helpful Customer Service Representative with experience in the retail and non-profit sectors. Able to work independently and use in-house resources effectively to support project goals. Consistently goal oriented with considerable social media, event planning, and advertisement skills.

**EDUCATION**

**Brookdale Community College** May 20XX (Your Graduation Date)

*Insert Degree or Program as registered* Lincroft, NJ

* GPA X.XX

**RELAVENT COURSEWORK/CERTIFICATIONS/SPECIAL PROJECTS (Choose one title per section)**

* LIST COURSEWORK/CERTIFICATIONS
* LIST COURSEWORK/CERTIFICATIONS

**SKILLS**

* TECHNICAL-COMPUTER?SOFT-COMMINICATION?
* TECHNICAL-COMPUTER?SOFT-COMMINICATION?

**EXPERIENCE**

**Organization** Sep 20XX-Present

*Position* Location

* Action Verb, What you did (Include #s), Why/How/Result of the activity
* Action Verb, What you did (Include #s), Why/How/Result of the activity
* Action Verb, What you did (Include #s), Why/How/Result of the activity

**Organization** Feb 20XX-Nov 20XX

*Position* Location

* Action Verb, What you did (Include #s), Why/How/Result of the activity
* Action Verb, What you did (Include #s), Why/How/Result of the activity
* Action Verb, What you did (Include #s), Why/How/Result of the activity

**Organization** Feb 20XX-Nov 20XX

*Position* Location

* Action Verb, What you did (Include #s), Why/How/Result of the activity
* Action Verb, What you did (Include #s), Why/How/Result of the activity
* Action Verb, What you did (Include #s), Why/How/Result of the activity

**VOLUNTEERISM**

**Organization** Jun 20XX-Jul 20XX

*Position* Location

* Action Verb, What you did (Include #s), Why/How/Result of the activity
* Action Verb, What you did (Include #s), Why/How/Result of the activity
* Action Verb, What you did (Include #s), Why/How/Result of the activity

**SKILLS/INTERESTS/ACHIEVEMENTS/ABILITIES (Choose one for this last section)**

* Languages and Proficiency (i.e. Professional working Spanish, Elementary Hmong etc.)
* Honors and Awards (i.e. Eagle Scout, Ballard Scholar etc.)
* Publications
* Any other relevant information that could help you obtain the job you are interested in (Avoid saying things like “Excellent Leadership” or “Proficient in Microsoft Office”)
* Unique Personal Talents and Interests (i.e. hiking in the Uintah mountains, reading history books etc.)