Firstname Lastname

(123) 456-7890 **∙** [your\_email@url.com](mailto: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 (if 3.0 or over)

## RELEVANT COURSEWORK/CERTIFICATIONS/SPECIAL PROJECTS (Choose one header per

**section if applicable)**

* List relevant coursework/certifications/special projects under the header you choose

# EXPERIENCE

## Organization Name Start Date – Last Date/Present

*Position* City, State

* 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 Name** Feb 20XX-Nov 20XX

*Position* City, State

* 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 Name** Feb 20XX-Nov 20XX

*Position* City, State

* 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 Name** Jun 20XX-Jul 20XX

*Position* City, State

* 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

* List all skills – both technical and transferable *(Transferable skills are areas of development that will transfer from one environment to another such as communication, problem-solving, leadership)*

# ACHIEVEMENTS

* Languages and Proficiency (i.e. Basic, Conversational, Proficient, Fluent)
* Honors and Awards (i.e. Eagle Scout, Dean's List, etc.)
* Any other relevant information that could help you obtain the job you are interested in