| FIRST LAST |
| --- |
| City, State  123-123-4567  Email Address |
| SUMMARY |
| Add a summary here. |
| EDUCATION |
| GRAD YEAR  School Name, State  Degree Type, Major, GPA (remove If it’s not impressive)  Academic Honors |
| PROFESSIONAL EXPERIENCE |
| MONTH YEAR – MONTH YEAR  Title, Company Name, City, State   * List accomplishments, not responsibilities * Make sure they’re written in a consistent form * Use the active voice * Quantify results wherever possible * Match the language from the job description     MONTH YEAR – MONTH YEAR  Title, Company Name, City, State   * List accomplishments, not responsibilities * Make sure they’re written in a consistent form * Use the active voice * Quantify results wherever possible * Match the language from the job description * Add more if applicable |
| ACTIVITIES & EXTRACURRICULARS |
| MONTH YEAR – MONTH YEAR  Position, Organization, City, State |
| SKILLS |
| Productivity Tools, Web Tools, Databases, Common Software, Commercial Technologies |