

Name

Title: "Major Student"

City, ST | (###) ###-#### | Professional Email Address | [LinkedIn URL hyperlinked](#) | [Portfolio](#)

EDUCATION

Rutgers University-Camden [Insert College]

Camden, NJ

Bachelor of [Insert], Major, Minor

Graduation month, year

GPA: 3.X? (do not list if under a 3)

Consider adding 2-3 relevant courses you did well in

HONORS: Honors College, President's List, Dean List

• Insert Study Abroad experience here (if applicable)

Community College

City, State

Associate Degree,

Graduation Month, Year

GPA: 3.X? (do not list if under a 3)

(do not add high school)

EXPERIENCE (list newest to oldest by start date)

Company Organization Name

City, State

Title of position

Month, year – Month, year (or present)

- Bulleted items here stating specific job functions using results-oriented wording and action verb.
- The reader should have a clear sense of what you did, why it was done, and what the product/results were; you can qualify and quantify bullets as appropriate.
- Showcase your accomplishments and demonstrate your skills.

Company Organization Name

City, State

Title of position

Month, year – Month, year (or present)

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- Showcase your accomplishments and demonstrate your skills.

SKILLS

- List computer and/or language skills here. Include proficiency level.
- This section is for both hard/soft skills,
- Full bullet pointed list (not sentence format)

ACTIVITIES

- List activities here
- Category could be labeled as Leadership or Volunteerism as well, depending on what you do
- You can format like ax experience with bullets if it's an involved experience (long term volunteering, leadership position)