

Samantha Smith

City, State | Phone Number | Email | LinkedIn (Hyperlinked)

PROFESSIONAL SUMMARY

- This section is for people with extensive work experience
- Use bullets or a paragraph to summarize key points relevant to the position
- Talk about experiences and skills/abilities that employers will appreciate
- Example: Strong background in data reporting and measuring company metrics.
- Example: Demonstrated ability to mentor and engage team members to work in an inclusive setting while building skills, interest, and innovation that energize all parties.

EDUCATION

Rutgers University, [Insert College]
Bachelor of [Insert], Major, Minor
GPA: 3.X? (do not list if under a 3)

Camden, NJ
Graduation month, year

Community College
Associate Degree, Course of Study
GPA: 3.X? (do not list if under a 3)

City, State
Graduation Month, Year

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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SKILLS

- List hard skills here
- Computer softwares/programs
- Languages

AFFILIATIONS

This is where you list activities/community service

Month, year – Month, year (or present)

- You can use bullets to format it similarly to job experience if it's professionally relevant
- You can also list professional associations