

# Name

Phone number

Email

Linkedin profile

Portfolio or Website

## EXPERIENCE

### **Company,** Location — *Work Position*

Month/Year Started - Month/Year Ended (if still employed, put Present)

- ❖ Responsibility that you held
- ❖ Tasks that you did
- ❖ Role that you played

### **Company,** Location — *Work Position*

Month/Year Started - Month/Year Ended (if still employed, put Present)

- ❖ Responsibility that you held
- ❖ Tasks that you did
- ❖ Role that you played

### **Company,** Location — *Work Position*

Month/Year Started - Month/Year Ended (if still employed, put Present)

- ❖ Responsibility that you held
- ❖ Tasks that you did
- ❖ Role that you played

### **Company,** Location — *Volunteer Position*

Month/Year Started - Month/Year Ended (if still volunteering, put Present)

- ❖ Responsibility that you held
- ❖ Tasks that you did
- ❖ Role that you played

## SKILLS

- ❖ Things you know
- ❖ List 5 - 10 top skills that match the job description

## EDUCATION

### **College Name,** *Degree* |

Month/Year Started - Month/Year

Graduated

- ❖ GPA if higher than 3.5
- ❖ Major / Minor
- ❖ Scholarships
- ❖ Distinction
- ❖ Honors or Trophies

## LANGUAGES

Include any languages you know