

[Your Name]

Recent University Graduate

[City, Country]

[your.email@email.com]

[LinkedIn.com/in/yourprofile]

[+123 456 7890]

PROFESSIONAL SUMMARY

Motivated and detail-oriented university graduate with a strong foundation in [your field of study]. Eager to contribute technical and interpersonal skills in an entry-level position and grow professionally as part of a dynamic team.

EDUCATION

[Your Degree] in [Major]

[University Name], [City]

[Month Year] – [Month Year]

Relevant coursework: [Course 1], [Course 2], [Course 3]

GPA: [Your GPA] (if 3.5 or above)

EXPERIENCE

[Intern/Assistant/Freelancer Position], [Company/Organization]

[City, Country]

[Month Year] – [Month Year]

- Briefly describe your responsibilities or achievements using action verbs.
- e.g., Supported [Project/Team] in [task] resulting in [result].

PROJECTS

[Project Name]

[University or Personal Project]

[Month Year]

Concise description of the project, your role, and what was achieved or learned.

SKILLS

Skill 1

Skill 2

Skill 3

Skill 4

EXTRACURRICULAR & LEADERSHIP

[Position], [Club or Organization]

[Month Year] – [Month Year]

Brief description of your responsibilities and what you accomplished or contributed.

