

Jane Doe

jane.doe@email.com • (123) 456-7890 • City, State • linkedin.com/in/janedoe

PROFILE

Motivated and detail-oriented recent graduate seeking an entry-level position to utilize strong organizational and communication skills, while contributing to team success and gaining hands-on experience.

EDUCATION

Bachelor of Arts in Communication Sep 2020 – May 2024

University Name, City, State

EXPERIENCE

Intern, Marketing Department Jun 2023 – Aug 2023

Company Name, City, State

Assisted in creating and scheduling social media posts for brand campaigns.

Conducted market research and presented findings to the team.

SKILLS

Microsoft Office Suite

Communication

Teamwork

Time Management

ACTIVITIES & HONORS

Volunteer, Local Food Bank (2022-Present)

Dean's List (2020, 2021, 2022)