

# **[Your Name]**

[Email Address] [Phone Number] [City, State]

## **PROFILE**

[A brief 2-3 sentence statement summarizing your goals, skills, and motivation as a first-time job seeker.]

## **EDUCATION**

[School Name]

[Degree or Diploma], [Year of Graduation]

- [Relevant coursework or achievements]

## **SKILLS**

- [Skill 1]
- [Skill 2]
- [Skill 3]

## **EXPERIENCE**

[Organization or Project Name]

[Your Role] – [Date]

- [Responsibility or accomplishment]
- [Any relevant volunteer or personal project]

## **EXTRACURRICULAR ACTIVITIES**

- [Club, team, or activity] – [Position / Member], [Year]