

[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]