

First Lastname

Address Line, City, State ZIP
Email: email@example.com | Phone: (123) 456-7890

OBJECTIVE

Motivated and detail-oriented recent graduate seeking an entry-level position to utilize strong communication and organizational skills.

EDUCATION

Bachelor of Arts in Subject, University Name, City, State — Year Graduated

High School Diploma, High School Name, City, State — Year Graduated

EXPERIENCE

Job Title, Company Name, City, State — MM/YYYYâ€“MM/YYYY

- Responsibility or achievement 1
- Responsibility or achievement 2

Internship/Volunteer Role, Organization Name, City, State — MM/YYYYâ€“MM/YYYY

- Responsibility or task completed

SKILLS

- Skill one
- Skill two
- Skill three