

# Your Name

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

## PROFILE

Motivated and adaptable recent graduate seeking an entry-level position to utilize educational background and gain practical experience in a dynamic work environment.

## EDUCATION

Bachelor of Arts in Major Subject  
University Name | City, State | 2020 - 2024

## EXPERIENCE

Internship / Part-time Job Title  
Company Name | City, State | Summer 2023

- Assisted with daily operations and supported team with various tasks.
- Developed organizational and communication skills.

## SKILLS

Microsoft Office
Teamwork
Communication
Time Management
Basic HTML/CSS

## ADDITIONAL INFORMATION

- Volunteer, Local Community Organization
- Languages: English (Fluent), Spanish (Conversational)