

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)