

[Your Full Name]

[Phone Number]

[Email Address]

[LinkedIn Profile]

[City, State]

OBJECTIVE

[Brief statement of career goals and what you aim to bring to your employer. 1–2 sentences.]

EDUCATION

[Degree, e.g., Bachelor of Science in Business Administration]

[University Name] — [City, State] — [Month Year] – [Month Year]

[Relevant coursework, honors, GPA (optional)]

EXPERIENCE

[Job Title or Internship Role]

[Company Name] — [City, State] — [Month Year] – [Month Year]

- [Responsibility/accomplishment]
- [Responsibility/accomplishment]

PROJECTS

[Project Title]

[Short description highlighting your role and outcome]

SKILLS

[Skill 1]

[Skill 2]

[Skill 3]

[Skill 4]

ACTIVITIES & HONORS

[Organization/Activity/Honor]

[Role, Dates, Description]