

Full Name

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

PROFESSIONAL SUMMARY

Brief statement highlighting your education, key skills, and career goals as a new graduate.

EDUCATION

Degree Name, Major

University Name, City, State

Graduation Month Year

- Relevant coursework, honors, or GPA (if above 3.0)

SKILLS

- Technical Skill 1
- Technical Skill 2
- Soft Skill / Language
- Other relevant skill

EXPERIENCE

Job Title / Internship

Company/Organization, City, State

Month Year – Month Year

- Action verb + accomplishment, project, or responsibility
- Demonstrated skill or contribution

Volunteer / Part-Time Position

Organization Name, City, State

Month Year – Month Year

- Action verb + outcome or task performed

PROJECTS

Project Title – Class / Personal Project

- Brief description of the project or your role

CERTIFICATIONS & AWARDS

- Certification Name, Issuer, Year
- Award Name, Issuer, Year

EXTRACURRICULAR & LEADERSHIP

- Position, Organization – Dates
- Relevant activities, clubs, or leadership roles

REFERENCES

Available upon request.

