

Firstname Lastname

Boston, MA, 02109 | 123-123-1234 | name@gmail.com | <http://linkedin.com/in/name>

PROFESSIONAL SUMMARY (optional)

Ambitious [study area] graduate with strong [relevant skill(s)] skills and [number of years] experience in [X,Y,Z]. Eager to find a position in the [city & industry] to further grow my [relevant skills] and launch my career in [add field].

EXPERIENCE

Company Name

Month 20XX – Present

Position title

- 2-5 bullets describing what you did in your role with a focus on data/numbers and your results/achievements ([see resource](#))
- Power verb (skill) + identifiable task + purpose/method/result (data/numbers)
- Power verb (skill) + identifiable task + purpose/method/result (data/numbers)

Company Name

Month 20XX – Month 20XX

Position title

- Power verb (skill) + identifiable task + purpose/method/result (data/numbers)
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Company Name

Month 20XX – Month 20XX

Position title

- Power verb (skill) + identifiable task + purpose/method/result (data/numbers)
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EDUCATION

University Name, University City

September 20XX- September 20XX

Degree Title

- Relevant Courses: X, Y, Z
- List relevant awards/educational achievements
- Optional: list projects, thesis, etc. This is especially helpful if you do not have much relevant work experience in your field

SKILLS AND ACHIEVEMENTS

- List hard/technical skills (*ex: “Proficient in Microsoft Office”, NOT: “team player”*)
- List relevant achievements, certifications, publications, etc.

REFERENCES (optional)

- List references, or write “References available upon request”
- We recommend not using Irish phone numbers here. Employers will likely not want to make an international call.
- If low on space, this section can be removed