

JOB SEEKER

(123) 456-7890 | jobseeker@email.com | 123 Main St. City, ST Zip

OBJECTIVE

Explain your education and experience and name the position. Explain how your hard skills relate to the position. Explain how your soft skills relate to the position. Need help? Check out [Indeed's Student Resume Objectives: Definition and Examples](#).

EDUCATION

Name of Degree

Start Date – End Date

Name of Institution

City, ST

- Relevant coursework

INTERNSHIP EXPERIENCE

Internship Title/Role

Start Date – End Date

Company Name

City, ST

- Relevant tasks, responsibilities, and achievements

VOLUNTEER EXPERIENCE

Volunteer Title/Role

Start Date – End Date

Organization Name

City, ST

- Relevant tasks, responsibilities, and achievements

EXTRACURRICULAR ACTIVITIES

Role

Start Date – End Date

Organization Name

City, ST

- Relevant tasks, responsibilities, and achievements

PROJECTS

Project Name

Start Date – End Date

Related Organization

City, ST

- Description of project

SKILLS

- List hard skills (languages, computer software, tools, etc.)
- List soft skills (communication, teamwork, leadership, etc.)

AWARDS & CERTIFICATIONS (optional)

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HOBBIES & INTERESTS (optional)

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