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Firstname Lastname

(123) 456-7890 • your_email@url.com • linkedin.com/in/yourURL

EDUCATION

Brigham Young University

Apr 20XX (Your Graduation Date)

Bachelor of Science/Arts: XXXX, Emphasis in XXXX

Provo, UT

Minor in XXXX

- GPA X.XX
- Scholarships received at BYU
- Applicable Clubs/Organizations
- Relevant Coursework
- Applicable certifications received (CPR, AED) and/or computer languages learned (SQL, C++)

Other University (If applicable)

Apr 20XX (Your Graduation Date)

Associate of XXX

Location

- GPA X.XX
- Important Awards and Achievements

EXPERIENCE

Organization

Sep 20XX-Present

Position

Provo, UT

- Action Verb, What you did (Include #s), Why/How/Result of the activity
- Action Verb, What you did (Include #s), Why/How/Result of the activity
- Action Verb, What you did (Include #s), Why/How/Result of the activity
- Action Verb, What you did (Include #s), Why/How/Result of the activity

Organization

Feb 20XX-Nov 20XX

Position

Location

- Action Verb, What you did (Include #s), Why/How/Result of the activity
- Action Verb, What you did (Include #s), Why/How/Result of the activity
- Action Verb, What you did (Include #s), Why/How/Result of the activity

Organization

Aug 20XX-Jul 20XX

Position

Location

- Action Verb, What you did (Include #s), Why/How/Result of the activity
- Action Verb, What you did (Include #s), Why/How/Result of the activity
- Action Verb, What you did (Include #s), Why/How/Result of the activity

VOLUNTEER EXPERIENCE

Organization

Jun 20XX-Jul 20XX

Position

Taichung, Taiwan

- Action Verb, What you did (Include #s), Why/How/Result of the activity
- Action Verb, What you did (Include #s), Why/How/Result of the activity
- Action Verb, What you did (Include #s), Why/How/Result of the activity

SKILLS/INTERESTS/ACHIEVEMENTS/ABILITIES (Choose one or more)

-
- Languages and Proficiency (i.e. Professional working Spanish, Elementary Hmong etc.)
 - Honors and Awards (i.e. Eagle Scout, Ballard Scholar etc.)
 - Certifications or Certificates (i.e. Food Handler training, AED certification)

- Publications
- Any other relevant information that could help you obtain the job you are interested in (Avoid saying things like “Excellent Leadership” or “Proficient in Microsoft Office”)
- Unique Personal Talents and Interests (i.e. hiking in the Uintah mountains, reading history books etc.)