

Name

Phone Number | Email | Address

Summary

Example - Highly motivated computer sciences major from University of North Florida with a 3.7 GPA, skilled in troubleshooting, C++, other basic coding security with experience as Tech Help Desk at UNF. (You should list the top 1-2 skills you possess that correlates with the position)

Skills

Enter as many skills as you have that pertains to the position you are applying and soft skills like communication, self-learning, time management. Also consider adding (basic, intermediate or advanced) next to each skill.

- Microsoft Excel – intermediate
- Social Media - advanced

Experience

Company Name and Location

Job Title | Start Date – End Date

Enter details about what you did in your previous jobs. Start with your responsibilities, and also include results and achievements.

Examples

- Assisted with logistics, scheduling, and training for 8 teams and up to 100 people
- Personally assisted 200 plus customers daily for a Fortune 500 “Best Company to Work For”
- Acquired skills in customer service, multi-tasking, and organization

Education

School and Location

Field of Study | Graduation Date | GPA is 3.0 or higher

List any applicable classes, coursework, or projects that pertain to the position you are applying.

Notables

List achievements, certificates, awards, and other notables

- Completed the CoPassion Journey
- Big Brother Big Sister – Academic and social Big Brother volunteer
- On Campus Transition (OCT) – Academic and social volunteer to assist students with disabilities
- Habitat for Humanity – Volunteer to assist in building homes for qualified families
- Human Resource Society Management (SHRM) – Member
- Jacksonville Christian Life (Campus Ministry) – Worship Leader

