**First Name Last Name**

Address • City, State Zip Code • Email • Phone Number

PROFILE SUMMARY

A brief description of your qualification, experience, and accomplishments that are relevant to the job you are applying for.

EDUCATION & CERTIFICATIONS

**Degree Title** Expected Month 20XX

University, City, State

GPA: 3.5/4.0

EXPERIENCE

**Position Title** Month 20XX – Month 20XX

Company, City, State

* Description of responsibilities starting with an action verb
* Description of responsibilities starting with an action verb
* Description of responsibilities starting with an action verb

**Position Title** Month 20XX – Month 20XX

Company, City, State

* Description of responsibilities starting with an action verb
* Description of responsibilities starting with an action verb
* Description of responsibilities starting with an action verb

**Position Title** Month 20XX – Month 20XX

Company, City, State

* Description of responsibilities starting with an action verb
* Description of responsibilities starting with an action verb
* Description of responsibilities starting with an action verb

ACTIVITIES & COMMUNITY SERVICE

**Volunteer** Month 20XX – Month 20XX

Company or Organization, City, State

* Description of responsibilities starting with an action verb
* Description of responsibilities starting with an action verb
* Description of responsibilities starting with an action verb

**Volunteer** Month 20XX – Month 20XX

Company or Organization, City, State

* Description of responsibilities starting with an action verb
* Description of responsibilities starting with an action verb
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