**First and Last Name**

Phone Number | Email **|** LinkedIn Profile (*hyperlinked)*

**PROFESSIONAL SUMMARY (*optional*)**

A snapshot of your skills, experience and qualifications for a specific job. [View examples.](https://www.jobscan.co/blog/resume-summary/?utm_medium=referral&utm_source=resume-templates&utm_campaign=ats-templates&utm_content=internal-link)

**EDUCATION**

Saint Xavier University, Chicago, Illinois

*Bachelor of Science,* Major and Minor Expected Graduation Date: August 20XX

GPA: (*optional*)

**RELEVANT COURSEWORK (*optional*)**

* Name of course and code. Advanced classes only (3-4).

**SKILLS AND COMPETENCIES**

*Create a bullet point list or categorized section of your top skills relevant to your career.*

* Leadership and Team Management
* Customer Service and Client Relations
* Data Analysis and Reporting
* Technical Proficiency: [Software/Tools]

**KEY ACCOMPLISHMENTS**

*Group your accomplishments by skill areas. Use specific results and metrics when possible.*

**Project Management**

* E.g., Successfully led cross-functional teams to complete projects 15% under budget and 10% ahead of schedule.

**Customer Engagement**

* E.g., Increased client satisfaction ratings by 20% through personalized communication strategies.

**WORK EXPERIENCE**

*Briefly list job titles/employers without descriptions, especially if the focus is on skills rather than a timeline.*

* **Job Title**, Company Name, City and State August 20XX – January 20XX

**CERTIFICATIONS or LICENSES**

Name of Certification (include organization received from) August 20XX

**HONORS, ACHEIVEMENTS AND AWARDS (*if applicable*)**

* Name of Honor, Company/School August 20XX

**MEMBERSHIPS *(academic or professional - if applicable*)**

* Title, Name of Organization, School/Company August 20XX – January 20XX