**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).

**WORK EXPERIENCE**

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

* 3-5 of your most relevant job responsibilities
* Use action verbs

**VOLUNTEER EXPERIENCE (*if applicable*)**

* **Job Title**, Company Name, City and State August 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

**SKILLS AND COMPETENCIES**

* Computer and technical skills
* Foreign language and fluency
* Lab skills/equipment skills
* Leadership skills
* Communication skills
* Proficiency in Microsoft Office (or other software)
* Organizational and multitasking skills