**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.

**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.

Example:

* Leadership and Team Management
* Customer Service and Client Relations
* Data Analysis and Reporting
* Technical Proficiency (Software/Tools)

**WORK EXPERIENCE**

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

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

**WORK/VOLUNTEER EXPERIENCE**

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

**CERTIFICATIONS or LICENSES**

Name of Certification (include organization received from) Month, Year

**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