# **First Name Last Name**

**City State Zip ▪ Email Address ▪ Phone Number ▪ LinkedIn Profile Link**

## Education

**Georgia Gwinnett College,** Lawrenceville, GA Graduation Date

Bachelor of Science (Business Administration, or Arts) in (Major), GPA (if 3.0 or higher)

**Relevant Courses**

Class Title(s) in bullet format **(only list those that support your objective)**

Use only if you need a filler or have little experience in your field

## Project Experience

**Project Name/Class Name**, Semester, Year

Georgia Gwinnett College, Lawrenceville, GA

* List goals, objectives, & outcome of the project
* Begin each bullet with an action verb

## Relevant Experience

**Most Recent Employer,** City, State

**Position Held**Date held position (Month, Year)

* List your duties and responsibilities – something you did or learned
* Cite an accomplishment you achieved while working (need at least 2)
* Begin each bullet with an action verb

**Previous Company(s) You Worked At,** City, State

**Position Held**Date held position (Month, Year)

* List at least two, up to five duties
* Concentrate on accomplishments, skills, and responsibilities

## Leadership Experience

**Position Title,** Organization Name – describe accomplishments

**Position Title,** Organization Name

## Honors

Dean’s List, Awards, Scholarships, HOPE

If you have earned a scholarship, or were recognized for some type of achievement list it.

## Computer Skills

Outline your technical skills, list all programs you know or are familiar with.

## Skills

* Outline your talents, name proven abilities that support your objective
* Specify 2-4 skills that relate; Use bullet format

## Activities

**Organization Name**, Date of Involvement (2007 – Present)

If you belong to a club, organization and/or honors society, list it along with any leadership positions held and dates.