

FULL NAME

Physical Address
City, State ZIP

LinkedIn URL

Phone Number
Email

PROFESSIONAL PROFILE OR PERSONAL BRAND (2-3 Sentences)

This is your summary section. Summarize your strongest qualifications and speak about what makes you different. Summarize where you have worked, the responsibilities you maintained and soft skills you possess. This is the section that employers will read. If this section doesn't list what they're looking for, employers may not read the rest of your resume.

CORE COMPETENCIES (Soft Skills)

Core Competency | Core Competency | Core Competency | Core Competency

TECHNICAL SKILLS

Skill | Skill | Skill | Skill | Skill (*Computer Software packages/programs*)

EDUCATION

(Degree Name) in (Major)

University of North Texas, Denton, TX

GPA: 3.2

Expected Graduation Date: Mon Yr

ADDITIONAL EDUCATION/CERTIFICATIONS/TRAINING/RELEVANT COURSEWORK

LEADERSHIP, HONORS and CAMPUS AND COMMUNITY INVOLVEMENT

Member (title), AMA, American Marketing Association

Fall 2014 - Present

Member, PRSSA, Public Relations Student Society of America

Fall 2013 - Present

Volunteer,

Interests:

PROFESSIONAL EXPERIENCE

COMPANY NAME #1, City, ST

Starting Date-Ending Date/Present

Recommended - One or two short sentences explaining the company

Job Title

This is a summary of what you did at the company. You should talk about a couple of your most important job responsibilities and why those responsibilities benefited the company. This is a great place to highlight any accreditations or projects you may have developed for the company.

- [Job Responsibility – What You Did + Why You Did IT]
- [Job Responsibility – What You Did + Why You Did IT]
- [Job Responsibility – What You Did + Why You Did IT]

COMPANY NAME #2, City, ST

Starting Date-Ending Date

Recommended - One or two short sentences explaining the company

Job Title

This is a summary of what you did at the company. You should talk about a couple of your most important job responsibilities and why those responsibilities benefited the company. This is a great place to highlight any accreditations or projects you may have developed for the company.

- [Job Responsibility – What You Did + Why You Did IT]
- [Job Responsibility – What You Did + Why You Did IT]
- [Job Responsibility – What You Did + Why You Did IT]

COMPANY NAME #3, City, ST

Starting Date-Ending Date

Recommended - One or two short sentences explaining the company

Job Title

This is a summary of what you did at the company. You should talk about a couple of your most important job responsibilities and why those responsibilities benefited the company. This is a great place to highlight any accreditations or projects you may have developed for the company.

- [Job Responsibility – What You Did + Why You Did IT]
- [Job Responsibility – What You Did + Why You Did IT]
- [Job Responsibility – What You Did + Why You Did IT]