

# FULL NAME

Physical Address  
City, State ZIP

LinkedIn URL

Phone Number  
Email

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## 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*)

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## 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

(Position Title), (Organization)

Month Year - Present

- Brief statement on duties/leadership experience

Member/Officer, SHRM, UNT Student Chapter

Month Year – Month Year

President's List

Fall 2014

Dean's List

Fall 2013, Spring 2014

Volunteer,

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## PROFESSIONAL SKILLS

One Relevant Skill Heading

- Include accomplishments from employment, volunteer experience, classroom or student org involvements, etc.
- Supporting evidence that you possess the skill
- Statement of action, Occurrence of action, Amount of action, Results of action

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- 

## EMPLOYMENT HISTORY

Position Title, Company Name, City, State

Month Year – Month Year

Position Title, Company Name, City, State

Month Year – Month Year