

# First Name Last Name

Email | Phone  
LinkedIn Profile | Portfolio

Email: Use an email you actively check every day

Phone: Make sure your voicemail is set up & is not full

LinkedIn: Profile must have photo & ensure it is visible

## EDUCATION

Name of College  
Degree/Major & Minor  
Related Coursework

Cumulative GPA  
Expected Grad Year

## EXPERIENCE

Company Name, *State, City*  
Position Title

- Responsibilities & Achievements
- Responsibilities & Achievements

Dates From-To

Company Name, *State, City*  
Position Title

- Responsibilities & Achievements
- Responsibilities & Achievements

Dates From-To

List your duties and achievements. When possible, quantify your performance. You may include employment or internship roles here.

## EXTRACURRICULAR ACTIVITIES

Organization/Club Name, Role, *State, City*

- Responsibilities & Achievements

Dates From-To

Organization/Club Name, Role, *State, City*

- Responsibilities & Achievements

Dates From-To

Here you can include your participation in clubs and organizations and volunteer activities. Note your participation and if you had any leadership roles.

## PROJECTS

Name of project

- Project description

Highlight your hands-on tech-related projects. This can be in or out of school.

## SKILLS

Computer skills, language skills, database skills, software skills, technical skills, certifications

## AWARDS/RECOGNITION

Name of awards