

# First Name Last Name

(###) ###-#### | [email@email.com](mailto:email@email.com) | [www.linkedin.com/in](http://www.linkedin.com/in) | City, ST

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## EDUCATION

**The University of Tampa**

Tampa, FL

*Bachelor of Science/Art in Degree*

Month Year

Minor in (If applicable)

GPA: 3.5/4.0 (optional)

## RELEVANT EXPERIENCE

**Company/Organization**

City, ST

*Position/Title*

Month Year – Month Year

- Start with a strong action verb and follow the format “Performed X by doing Y resulting in Z”
- Highlight your accomplishments, how you helped a company do better/added value, or core responsibilities and skills developed
- Tailor your bullet points (minimum of 2) to the position you are applying to (job description)

**Company/Organization**

City, ST

*Position/Title*

Month Year – Month Year

- Start with a strong action verb and follow the format “Performed X by doing Y resulting in Z”
- Highlight your accomplishments, how you helped a company do better/added value, or core responsibilities and skills developed
- Tailor your bullet points (minimum of 2) to the position you are applying to (job description)

## PROFESSIONAL ORGANIZATIONS & AFFILIATIONS

**Organization, Position Title/Member**

Month Year – Month Year

**Organization, Position Title/Member**

Month Year – Month Year

**Organization, Position Title/Member**

Month Year – Month Year

## SKILLS

• Hard Skill

• Hard Skill

• Hard Skill

• Hard Skill

## ADDITIONAL EXPERIENCE

**Company/Organization**

City, ST

*Position/Title*

Month Year – Month Year

- Bullet points are optional here. If you use bullet points, use a minimum of 2
- Structure bullet points the same as above