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|  | Your Name | | |  |
|  | |  |  | |
| Contact [Address]  [City, ST ZIP Code]  [Phone]  [Email] | | Objective Give a brief summary about yourself. Make sure to include attributes about yourself that is related to the position you may be applying for. | | |
| Education [School Name]  [City], [State]  [GPA]  [Date of graduation or Expected Date] | | Experience  * Include classes that you may have taken relevant to the job/ position. * Include any internships or research you have done. * Any honor societies you may have been a part of. * Any awards or honors you may have received.   [This is the place for a brief summary of your key responsibilities and most stellar accomplishments.] | | |
| Key Skills [ List key skills here that are relevant to what you are applying for. Make sure to include specific skills rather than something such as “Hard Worker”] | | Communication List achievements here that involved your skills listed. You can include an internship, any previous jobs, a research project, or any position you may have held in a club or society. | | |
|  | | Leadership [Include any leadership activities]  Ex) SGA member, President or officer of a club, Fraternity or Sorority member, Tutoring | | |
|  | | References [Available upon request.] | | |