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|  | Your Name  |  |
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| Contact[Address][City, ST ZIP Code][Phone][Email] | ObjectiveGive 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”] | CommunicationList 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.] |