

# First Name Last Name

Street Address City, State, Zipcode

Phone: xxx-xxx-xxxx | Email: xxxxxxxxxxxx@xxxxx.com

## PROFESSIONAL SUMMARY:

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- One sentence summary of who you are and what specific skill/strength/previous experience you offer (use this to tailor your resume to the job to which you are applying)
- Technical: Skills developed through program of study
- Computer: Systems, programs, software, databases, ect. with which you are familiar.
- Language: Indicate level of proficiency and if your ability is to read/write/speak/understand
- Other: Include relevant skills such as customer service and/or leadership experience, ect.

## ACHEIVEMENTS:

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- Highlight relevant professional/academic accomplishments (i.e. publications/projects)
- Highlight awards/honors you've received

## EDUCATION:

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**Benjamin Franklin Institute of Technology**  
**Major**

Boston, MA  
Class of xxxx

*Relevant Coursework:*

Class #1

Class #2

Class #3

Class #4

Class #5

Class #6

Class #7

Class #8

## EXPERIENCE:

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**Company Name**

City, State

**Position Title**

Month/Year – Month/Year

- Bulleted description of key responsibilities/accomplishments that starts with an action verb and quantifies any achievements when possible
- NOTE: Each entry should include at least 3 bullet points
- NOTE: Organize by listing most recent and relevant first. If you have a lot of experience, consider creating two separate sections, like: 'Relevant Experience' & 'Previous Experience'
- NOTE: This section should include paid/unpaid employment and internships and it can include volunteerism as well as extracurricular programs if you have not previously worked
- NOTE: If you have received promotions or held different jobs within the same company/organization, you should list each position separately under the company name

## INVOLVEMENT:

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**Organization Name**

City, State

**Role**

Month/Year – Month/Year

- Bulleted description of key responsibilities/accomplishments that starts with an action verb and quantifies any achievements when possible
- NOTE: Include professional affiliations, on-campus involvement, volunteerism, relevant high school extracurricular activities, ect.