

First Name Last Name

Street Address City, State, Zipcode | xxx-xxx-xxxx | xxxxxxxxxxxx@xxxxx.com

- SKILLS SUMMARY:**
- 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.
 - Highlight any awards/honors you've received (note: can create a separate section, if needed)

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

EDUCATION: **Benjamin Franklin Institute of Technology**—Boston, MA
Major—May xxxx
Relevant Coursework: Class #1, Class #2, Class #3, ect.

- EXPERIENCE:** **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
 - 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:** **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
 - NOTE: Include professional affiliations, on-campus involvement, volunteerism, relevant high school extracurricular activities, ect.

References Available Upon Request