**YOUR NAME**  
Address

City, State, Zip  
Telephone  
E-mail

**OBJECTIVE**:

To obtain a job/internship where my professional experience dealing with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will be directly aligned with an employer’s needs.

**SUMMARY OF QUALIFICATIONS**:

* Number of years experience in the field
* Relevant credentials or trainings (optional)
* Proficiency in computer skills (i.e. Microsoft Word, Excel, PowerPoint, Adobe Illustrator)
* An accomplishment that directly relates to the objective above

**EDUCATION**

Bachelor of \_\_\_\_\_\_ in \_\_\_\_\_\_\_\_\_\_\_\_\_, *University Name, City, State* Graduation Date

Emphasis/Minor in \_\_\_\_\_\_\_\_\_\_\_ (optional)

**PROFESSIONAL EXPERIENCE**

*One Relevant Skill*

* An accomplishment that illustrates or documents this skill
* Another accomplishment that illustrates or documents in this skill
* Another accomplishment that illustrates or documents in this skill
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**WORK HISTORY**

Position Title, Company Name, City, State Date

Position Title, Company Name, City, State Date

Position Title, Company Name, City, State Date

Position Title, Company Name, City, State Date

**PROFESSIONAL DEVELOPMENT**

Member, Club/Organization Name, City, State Date of Involvement

Member, Club/Organization Name, City, StateDate of Involvement