**YOUR NAME**  
Address

City, State, Zip  
Telephone E-mail

**OBJECTIVE**:

To obtain a job/internship where my professional experience dealing with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (insert skill to that will benefit employer).

**SUMMARY OF QUALIFICATIONS**:

* Number of years of 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 \_\_\_\_\_\_\_\_\_\_\_, Emphasis/Minor in \_\_\_\_\_\_\_\_\_ (optional) Graduation (Month,Year) California State University Channel Islands, Camarillo, CA

**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
* Another accomplishment that illustrates or documents in this skill

*Another Relevant Skill*

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

**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, StateDate of Involvement

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

**YOUR NAME**

Address, City, State Zipcode

Phone Number – email address

**SUMMARY**

* Number of years of experience in field of work that is relevant to the position seeking
* Proficiency in any relevant computer skills
* A key accomplishment through previous employment or academics that is relevant to position
* A strength or characteristic that has importance and is relevant to this field of work
* Any credentials or special training ONLY if relevant to the position you’re applying for

**EDUCATION**

Bachelor of \_\_\_\_\_\_\_ in \_\_\_\_\_\_\_\_\_\_\_, Emphasis/Minor in \_\_\_\_\_\_\_\_\_ (optional) Graduation (Month,Year) California State University Channel Islands, Camarillo, CA

**RELEVANT COURSEWORK**

Course Title

* An accomplishment from this class, illustrating a skill needed in the position you are seeking (class assignments)
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Course Title

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**PROFESSIONAL EXPERIENCE**

**One Relevant Skill**

* An accomplishment that illustrates or documents this skill
* Another accomplishment that illustrates or documents in this skill
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**Another Relevant Skill**

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**Another Relevant Skill**

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* Another accomplishment that illustrates or documents in this skill

**EMPLOYMENT HISTORY**

Position Title Company Name City, State Dates

Position Title Company Name City, State Dates

**CAMPUS & COMMUNITY INVOLVEMENT**

Member, Club/Organization Name, City, StateDates

Member, Club/Organization Name, City, State Dates