**Name**

City, ST | (###) ###-#### | Email Address

**EDUCATION**  
**Rutgers University, [Insert College] Camden, NJ**  
Bachelor of [Insert], Major, Minor Graduation month, year  
GPA: 3.X? (do not list if under a 3)  
HONORS: Honors College, President's List, Dean List

• Insert Study Abroad experience here (if applicable)

**Community College City, State**  
Associate Degree, Course of Study Graduation Month, Year

GPA: 3.X? (do not list if under a 3)

**EXPERIENCE** (list newest to oldest by start date)

**Company Organization Name City, State**Title of position Month, year – Month, year (or present)

* Bulleted items here stating specific job functions using results-oriented wording and action verb.
* The reader should have a clear sense of what you did, why it was done, and what the product/results were; you can qualify and quantify bullets as appropriate.
* Showcase your accomplishments and demonstrate your skills.

**Company Organization Name City, State**  
Title of position Month, year – Month, year (or present)

* Bulleted items here stating specific job functions using results-oriented wording and action verb.
* The reader should have a clear sense of what you did, why it was done, and what the product/results were; you can qualify and quantify bullets as appropriate.
* Showcase your accomplishments and demonstrate your skills.

**SKILLS**

* List computer and/or language skills here. Include proficiency level.
* This section is for hard skills, not transferrable skills (these should be reflected in your experience descriptions).

**ACTIVITIES**

* List activities here
* Category could be labeled as Leadership or Volunteerism as well, depending on what you do
* You can format like ax experience with bullets if it’s an involved experience (long term volunteering, leadership position)