**Samantha Smith  
City, State | Phone Number | Email | LinkedIn (Hyperlinked)**

**PROFESSIONAL SUMMARY**

* This section is for people with extensive work experience
* Use bullets or a paragraph to summaries key points relevant to the position
* Talk about experiences and skills/abilities that employers will appreciate
* Example: Strong background in data reporting and measuring company metrics.
* Example: Demonstrated ability to mentor and engage team members to work in an inclusive setting while building skills, interest, and innovation that energize all parties.

**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)

**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 hard skills here
* Computer softwares/programs
* Languages

**AFFILIATIONS**

This is where you list activities/community service Month, year – Month, year (or present)

* You can use bullets to format it similarly to job experience if it’s professionally relevant
* You can also list professional associations