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**First and Last Name** Phone

Email

Pronouns

LinkedIn / Online Portfolio Link

Street Adress

City, State, Zip Code

**CERTIFICATIONS:**

* **Organization,** *Certification,* Month/Year Certification was Received
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**COMMUNITY ENGAGEMENT & ACCOMPLISHMENTS:**

* **Organization giving the award,** *Award Name* Month/Year Award was Received
* **Organization you belong to,** *Position in Organization,* Month/Year - Present

**OBJECTIVE:**

Seeking a [insert position] at [insert place] that uses my [insert three key skills you are most proud of that you bring to the table].

**EDUCATION:**

**Name of School** City, State

*Degree*

Concentration/ MajorGPA

**SKILLS & ABILITIES:**

* List 4-6 skills that are relevant for your major/career path.
* Include relevant transferable skills- the skills you can transfer from one position to another.
* Look at learning/course objectives on your syllabi, job descriptions, and ONET for help in finding relevant skills.
* Write the skill statements differently from your experience statements.
* Focus more on the hard and soft skills you’ve gained holistically and less on daily responsibilities.

**RELATED PROFESSIONAL EXPERIENCE:**

**Name of Company** City, State

*Title of Position*  Month/Year - Present

* This section should detail your current and past work experience and should be ordered in each section in reverse chronological order.
* Bullet point your job descriptions and focus on accomplishments, routine duties, and try to quantify when possible.
* Start each sentence with an action verb such as” create,” “demonstrated,” or “performed.”
* See the CREW Career Center Resume Packet to better understand the SOAR Method.

**Name of Company**  City, State

*Title of Position*  Month/Year - Month/Year

* Example for a role in the past- *Created layout and color scheme for volunteer brochure.*
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**ADDITIONAL WORK EXPERIENCE:**

**Name of Company**  City, State

*Title of Position* Month/Year - Present

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