**FIRST AND LAST NAME**

City, State Zip | Phone Number | xxxxxxxx@student.stcc.edu | LinkedIn URL [Note: if applicable]

**EDUCATION**

**Springfield Technical Community College** Springfield, MA

*Degree Expected Graduation Month Year*

Major:

[Optional Section: list honors and awards, scholarships, relevant coursework, etc.]

**Study Abroad School** [Note: if applicable] City, Country

*Study Abroad Program Month Year - Month Year*

* [Note: list coursework in the program]

**ACADEMIC PROJECT**

**Organization Name** City, State

*Role Title Month Year - Month Year*

* Start with action words to describe your tasks and responsibilities in detail
* Include the outcome or results of the activities and your contributions
* Each bullet should be a concise and informative phrase instead of a full sentence

**WORK EXPERIENCE**

**Company Name** City, State

*Position Title Month Year - Month Year*

* List your work positions in reverse chronological order starting with the most recent jobs
* Describe your experiences, responsibilities, skills and results in concise bullet points
* Use action verbs (correct tense) to cite specific examples of achievements and duties
* Quantify where appropriate and do NOT use personal pronouns such as "I"

**LEADERSHIP INVOLVEMENT**

**Organization Name** City, State

*Role Title Month Year - Month Year*

* State position if you are on the executive board or in a leadership role
* Highlight accomplishments and include details that will exemplify your abilities and skills
* [Note: description can also be omitted for these activities, similarly to the Activities Section]

**ACTIVITIES**

**Organization Name, Location,** *Role Title**Month Year - Month Year*

**Organization Name, Location,** *Role Title**Month Year - Month Year*

**Organization Name, Location,** *Role Title**Month Year - Month Year*

**SKILLS AND INTERESTS**

**Technical**: List computer software and programming languages, including the level of proficiency such as "Basic, Proficient, Advanced, Expert... "

**Languages**: List languages other than English and level of fluency such as "Beginner, Conversational, Fluent, Native"

**Certifications/Training**: List certificates or training programs that you have achieved [Note: if applicable, include expiration date]

**Interests**: List specific personal interests that may spark interview conversation