**FIRST AND LAST NAME**

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

**EDUCATION** **Springfield Technical Community College     Springfield, MA**

*Degree           Expected Graduation Month Year*

Major: Minor:

* Relevant Coursework: [Optional Section: list 3-5 courses directly or indirectly related to your major and or interested field of study]

**High School/Previous Institution Name          City, State**

*Diploma/Degree             Graduation Date*

Major:

* [Note: can include academic honors, case competitions, AP courses taken or club organizations]

**HONORS AND** [Optional Section: list academic achievements, scholarships, Dean's List, honors/societies,

**AWARDS**  outstanding accomplishments with the respective dates included]

**ACADEMIC Project Title, Springfield Technical Community College           City, State**

**PROJECTS** *Position Title [Note: e.g. Researcher, Team Leader]             Month Year - Month Year*

* Start with action verbs, describe your tasks in detail and include the outcome of the project

**WORK Company Name           City, State**

**EXPERIENCE** *Position Title             Month Year - Month Year*

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

**LEADERSHIP Organization Name           City, State**

**EXPERIENCE** *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: if this section is more relevant to your major/opportunity, consider moving it up]

**VOLUNTEER**  **Organization Name           City, State**

**EXPERIENCE** *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

**SKILLS AND**  **Technical**: List computer software and programming languages, including level of proficiency

**INTERESTS**  such as "Knowledge of, Proficient, Advanced, Expert... "

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

[Optional Section: list certifications, personal interests that may spark interview conversation]