

# FIRST A. LAST

123 N. Street Address | City goes here | PA | 00000  
youremail@youremailcompany.com | 215.999.9999 | (Portfolio/LinkedIn, link here/If applicable)

## PROFESSIONAL

### SUMMARY:

This can also be referred to as a summary of qualifications or just a summary. The goal here is to highlight what you view as your most important or salient skills and experiences to bring to the reader's attention. It's also an opportunity to share if you're changing careers, what particular functional area of your industry you're seeking, or any unique personal qualities that will make your resume that much more enticing to an employer. This section can be written as a few statements, short paragraph, or in bullet point format.

### EDUCATION:

**Master of Science in \_\_\_\_\_** Month & Year  
Jefferson (Philadelphia University + Thomas Jefferson University) Philadelphia, PA  
**Coursework emphasis: \_\_\_\_\_, GPA: \_\_\_\_\_**  
Any Honors, Awards, or Dean's List, Dates

**Bachelor of \_\_\_\_\_ in \_\_\_\_\_** Month & Year  
XYZ University City, State  
**Concentration: \_\_\_\_\_, GPA: \_\_\_\_\_**  
Any Honors, Awards, or Dean's List, Dates

### EXPERIENCE:

NAME OF FIRM, City, State Month XXXX - Month XXXX  
**Job Title**

- If appropriate, place your position in context with regard to one or more of the following parameters, including industry, size, population served, or # of locations or sites.
- Brief statement about promotions such as "started as server; promoted to hostess/supervisor."
- Describe a special accomplishment which demonstrates how you "added value" to the organization or enterprise.

NAME OF FIRM, City, State Month XXXX - Month XXXX  
**Job Title**

- See first bullet above – context statement if appropriate.
- If this industry experience is similar to the one above, describe/highlight your specific "value added" duties as differentiated from those listed above.
- Use a phrase or incomplete sentence if it delivers strong and relevant facts. For example, "Extensive use of Lotus 1-2-3 for data modeling, or "Knowledge of SAP HR module."

### RESEARCH & PUBLICATIONS (Possible Section):

"Title of Paper/Project/Article," Month & Year – Month & Year  
• Description or if pending publication (Date of publication)

"Title of Paper/Project/Article," Month & Year – Month & Year

### ACTIVITIES &

#### ASSOCIATIONS (Possible Section):

Your title (ex: Member, Volunteer, etc), Organization Name, Date Range  
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### ADDITIONAL SKILLS (Possible Section):

- Microsoft applications: Excel, PowerPoint, Word (INCLUDE ALL COMPUTER PROGRAM/LANGUAGE KNOWLEDGE)
- Spanish – intermediate reading, writing, and speaking (EXAMPLE)
- French – fluent in reading, writing, and speaking (EXAMPLE)