

**APPLYING TO AN ENTRY LEVEL JOB EXAMPLE**

**YOUR NAME**

City, State ● Phone Number ● Email Address ● Optional LinkedIn Customized URL

**EDUCATION**

The University of Texas at San Antonio **Expected Graduation: Month/Year**

**Bachelor of Arts or Science in (*list your major) (list minor if pursuing a minor)*** GPA: 3.00 or above

**INTERNSHIP EXPERIENCE** *(credit and/or non-credit internship(s))*

**Position title,** Company Name, City & State **Month/Year –Month/Year**

**ADDITIONAL EXPERIENCE** *(part-time job, extensive volunteer experience, organization officer experience)*

**Position title,** Company Name, City & State **Month/Year –Month/Year**

*

**RELEVANT PROJECTS**

**Name of project** **Month/Year**

*

**CERTIFICATIONS & TRAININGS** (certifications, badge trainings, LinkedIn Learning, etc.)

**AWARDS & HONORS**

**ORGANIZATIONS & LEADERSHIP** **Month/Year-Present**

**COMMUNITY INVOLVEMENT Month/Year-Month/Year**

**SKILLS**