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

SUMMARY OF QUALIFICATIONS
- *Broad overview of your experience that aligns with key qualities to the position/field*
- *List 3-5 strengths, certifications, languages, software, other relevant skills*
- *Emphasize skills, experience, and knowledge that you can offer the employer*
- *Action verb + relevant skill + context or category relevant to position (use #,$,%, time)*

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

TECHNICAL SKILLS (*list tech platforms relevant to job field*)
- Tech platform
- Tech platform
- Tech platform
- Tech platform

RELEVANT EXPERIENCE
Position title, Company Name, City & State   **Month/Year –Month/Year**
- *Responsibilities and accomplishments achieved as it relates to job duties for position of interest*
- *Action-oriented + paraphrased statements*
- *What you did (action verb) + how you did it (relevant to job duties and quantify where applicable)*
- *List experiences in reverse chronological order (most recent first)*

RELEVANT PROJECTS
Name of project   **Month/Year**
- *Alignment can be topic-related to position and/or skill development related*
- *What did you accomplish in project relevant to position*
- *Action-oriented + paraphrased statements*
- *What you did (action verb) + how you did it (relevant to job duties and quantify where applicable)*

LEADERSHIP
Name of project, organization, role where you demonstrate leadership   **Month/Year**
- *Utilize action verb synonyms to demonstrate leadership qualities and accomplishments*
- *Action-oriented + paraphrased statements*
- *What you did (action verb) + how you did it (relevant to job duties and quantify where applicable)*

ORGANIZATIONS
(Name of organizations and leadership roles held if any)   **Month/Year-Present**
(Name of organizations and leadership roles held if any)   **Month/Year-Present**

COMMUNITY INVOLVEMENT
(Name of event or place where volunteering took place)   **Month/Year-Month/Year**
(Name of event or place where volunteering took place)   **Month/Year-Month/Year**