[Your Name]

[City, State] | [Phone] | [Email] | [LinkedIn URL, optional]

SUMMARY

Recent [degree] graduate looking for a [target role, for example operations coordinator] role. [The two most relevant things about you: a project, an internship or a tool, each with a detail].

PROJECTS AND EXPERIENCE

[Capstone, thesis or project title], [School or organization]
[Month Year] to [Month Year]

- [The question or problem, in one line].
- [What you did: the method, the tools, the people you worked with].
- [The result, with a number if there is one].

[Role, for example Treasurer], [Student organization]
[Month Year] to [Month Year]

- [What you ran or managed, with scale: members, budget, events].
- [A result].

[Internship title], [Employer]
[City, State] | [Month Year] to [Month Year]

- [What you did and what came of it].

WORK EXPERIENCE

[Job title, for example Server or Sales Associate], [Employer]
[City, State] | [Month Year] to [Month Year]

- [What it proves: reliability, handling busy periods, dealing with customers, with a number].

EDUCATION

[Degree], [Major], [College], [Month Year]
[GPA, only if it helps you]
Relevant courses: [two or three courses that match the job]

TOOLS AND LANGUAGES

[Named specifically and honestly, for example Excel: pivot tables and lookups; SQL basics; Spanish, conversational]