

Name

City, State, Zip Code

E-mail • Phone # • LinkedIn.com url

EDUCATION

Cedar Crest College, Allentown, PA

Anticipated Graduation: 20__

Bachelor of Science in major; GPA 3.7 or better

Concentration or Minor

RELATED COURSEWORK

- *List out any related courses you have taken so far (Only if you need to fill the space)*

RELATED/INTERNSHIP EXPERIENCE

Title at Job, Company

Apr. 2014 – Present

City, State

- Description of job duties and responsibilities
- 2-5 bullets per job (2= less recent job, 5= more recent job)
- Focus on things that pertain to the job/Internship you are applying for
- Pick fonts that are readable and are pleasing to the eye/No bigger than 12 no smaller than 10

WORK EXPERIENCE

Title at Job, Company

Apr. 2014 – Present

City, State

- Description of job duties and responsibilities
- 2-5 bullets per job (2= less recent job, 5= more recent job)
- Focus on things that pertain to the job/Internship you are applying for
- Pick fonts that are readable and are pleasing to the eye/No bigger than 12 no smaller than 10

Title at Job, Company

May 2014 – Present

City, State

- Description of job duties and responsibilities
- 2-5 bullets per job (2= less recent job, 5= more recent job)
- Focus on things that pertain to the job/Internship you are applying for
- Pick fonts that are readable and are pleasing to the eye/No bigger than 12 no smaller than 10

VOLUNTEER AND LEADERSHIP EXPERIENCE

- **Cedar Crest College**, *First Year Leader*, Allentown, PA Mar 2015 – Present
- **American Heart Association**, *Volunteer*, Chester, NJ Apr 2016 – Present
- **Habitat for Humanity**, *Volunteer*, Milford, NJ Nov 2016

SKILLS

- Proficient in Microsoft Office Suite: Word, Excel, and PowerPoint
- Experienced in Social Media using: Facebook, Twitter, and Instagram
- List out any certifications, licenses (CPR, First-Aid)
- List out any languages spoken