

# FIRST AND LAST NAME

LinkedIn URL (optional) | City, State | Phone Number | Email Address

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## EDUCATION

**Bachelor of [Degree Type] in [Major]**

Winthrop University, Rock Hill, SC

May 20xx

GPA: 0.0 (optional)

- Minor:
- Relevant Coursework: (optional)
- Honors and Awards:

## EXPERIENCE

**Title/Role**

Month Year – Present

Organization, City, State

- Action Verb + WHAT you did (duties) + HOW you did it (skills) + Outcomes (accomplishments)
- Use present tense for present experiences
- 

**Title/Role**

Month Year – Month Year

Organization, City, State

- Action Verb + WHAT you did (duties) + HOW you did it (skills) + Outcomes (accomplishments)
- Use past tense for past experiences
- 

**Title/Role**

Month Year – Month Year

Organization, City, State

- Action Verb + WHAT you did (duties) + HOW you did it (skills) + Outcomes (accomplishments)
- Use past tense for past experiences
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## SKILLS

- Include a combination of technical and durable (transferable) skills
- Durable skills include skills all employers seek, and could be included above in Experiences
- Durable skills: communication, problem solving, teamwork, leadership, planning, analytical, etc.

Note: Other optional sections may include:

SUMMARY, CERTIFICATIONS, COURSE PROJECTS, RESEARCH, HONORS AND AWARDS, LEADERSHIP AND SERVICE INVOLVEMENT, etc.