**INSERT NAME**

*2000 University Ave ● City ST 520XXX ● C: (555) 555- 5555 ● email@email.com*

**EDUCATION**

**University of Dubuque** Dubuque, IA **Anticipated**

Title of Degree: *Major* Month 20XX

Minor: *Title of Minor*

* GPA 3.XX / 4.00

**Northeast Iowa Community College** Peosta, IAMonth 20XX

Title of Degree

* GPA 3.XX / 4.00

**CAREER RELATED EXPERIENCE**

***Your Title,* Company** City, ST Month 20XX-Month 20XX

* Describe your role, accomplishments, contributions, training received, skills developed or enhanced
* You want at least 2 bullets per job description. Focus on results of your efforts, not tasks of the job
* Start each sentence with an action verb. Do not use “I, my, me, myself” in a resume. Use numbers whenever possible

***Your Title,* Company** City, ST Month 20XX-Month 20XX

* Describe your role, accomplishments, contributions, training received, skills developed or enhanced
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* Start each sentence with an action verb. Do not use “I, my, me, myself” in a resume. Use numbers whenever possible

**OTHER WORK EXPERIENCE**

***Your Title,* Company** City, ST Month 20XX-Month 20XX

* Describe your role, accomplishments, contributions, training received, skills developed or enhanced
* You want at least 2 bullets per job description. Focus on results of your efforts, not tasks of the job
* Start each sentence with an action verb. Do not use “I, my, me, myself” in a resume. Use numbers whenever possible

***Your Title,* Company** City, ST Month 20XX-Month 20XX

* Describe your role, accomplishments, contributions, training received, skills developed or enhanced
* You want at least 2 bullets per job description. Focus on results of your efforts, not tasks of the job
* Start each sentence with an action verb. Do not use “I, my, me, myself” in a resume. Use numbers whenever possible

**CAMPUS & COMMUNITY INVOLVEMENT**

**Organization** Semester 20XX- Semester 20XX

* Describe your role, accomplishments, contributions, training received, skills developed or enhanced

**Organization** Semester 20XX- Semester 20XX

* Describe your role, accomplishments, contributions, training received, skills developed or enhanced

**SKILLS**

**Languages:**

* Insert language
* Insert language
* Insert language

**Computer:**

* Computer Skill
* Computer Skill
* Computer Skill

**Additional Skills:**

* Relevant Skill
* Relevant Skill
* Relevant Skill