**Resume Template 2 – New Professional Emphasizing Education**

**Name**

Street/Mailing Address

(925) 555-5555 \* name@somedomain.com \* LinkedIn or Professional website

# OBJECTIVE (optional)

An internship/job in the field of \_\_\_\_\_\_\_\_\_\_, utilizing my \_\_\_\_\_\_\_and \_\_\_\_\_\_\_skills.

# EDUCATION

**Associate of Art/Science/Transfer in \_\_\_\_\_\_\_\_\_\_**, **Los Medanos College, Pittsburg, CA** **Expected 5/XX**

**Coursework**: Statistics, Intro to \_\_\_\_\_\_, Computer Science **GPA**: (if it is 3.0 and above)

# COURSE PROJECTS/PAPERS (optional)

Project or Paper Title, Course Name, School Mo/Yr – Present

* Example: Researched and wrote 6 page paper on U.S. healthcare system.
* Example: Led group project on exploring careers in marketing; received “A” on final presentation.

# RELATED EXPERIENCE (Does not have to be paid! Can be clubs, sports, community service, etc.)

Title, Company/Activity, City, State Mo/Yr – Present

* Personal achievement on the job or job responsibility that is relevant to job you are applying for
* Focus on your accomplishments more than job duties.
* Target description of accomplishment to job applying for.
* Example: Led group meetings on student government initiatives, communicating with faculty/staff.

Title, Company/Activity, City, State Mo/Yr – Mo/Yr

* Personal achievement on the job or job responsibility that is relevant to job you are applying for
* Focus on your accomplishments more than job duties.
* Example: Created an organized system in the stock room so all employees could easily find and retrieve merchandise for customers.

Title, Company/Activity, City, State Mo/Yr – Mo/Yr

* Personal achievement on the job or job responsibility that is relevant to job you are applying for
* Example: Utilized strong customer services and communication skills

# OTHER EXPERIENCE (optional, can also just have one longer Experience section)

Title, Company/Activity, City, State Mo/Yr – Present

* Personal achievement on the job or job responsibility that is relevant to job you are applying for.

Title, Company/Activity, City, State Mo/Yr – Mo/Yr

# ADDITIONAL INFORMATION (optional – modify to fit your skills and the job)

* **Computer Skills**: MS Word, Excel, Photoshop
* **Language Skills**: Bilingual English/Spanish
* **Hobbies/Activities**: Reading, Community Service