| **Alex Carter**  Position Title  Phone Number  Location  name@email.com  **EDUCATION** Degree Title, UniversityGRADUATION YEAR, GPA Latin Honors Earned  Include Scholarship  Did you study abroad?  Include that here..  **TECHNICAL SKILLS**  This is where you will list all of  the programs and software that you are familiar with using.   * List Item 1 * List Item 2 * List Item 3 * List Item 4 * List Item 5 | **SUMMARY**  Use this space to write a two or three sentence summary of who you are as a professional. Include that you are an entry level employee, and because you are entry level take this as an opportunity to mention who you are as an employee. Include whatever experience in your industry that you do have.  **WORK EXPERIENCE**  Your Job Title Here 2020 - PRESENT Company Name, Location Whether this position was an internship, part-time, or full-time position, it should be treated the same. This is where you write your responsibilities in this position and how your actions in your role led to overall success for the company.  Your Job Title Here 2020 - PRESENT Company Name, Location Whether this position was an internship, part-time, or full-time position, it should be treated the same. This is where you write your responsibilities in this position and how your actions in your role led to overall success for the company.  Your Job Title Here 2020 - PRESENT Company Name, Location Whether this position was an internship, part-time, or full-time position, it should be treated the same. This is where you write your responsibilities in this position and how your actions in your role led to overall success for the company.  **VOLUNTEER WORK**  Whether this position was an internship, part-time, or full-time position, it should be treated the same. This is where you write your responsibilities in this position and how your actions in your role led to overall success for the company.   * Include the base-line details of your freelancing or volunteer work here. Include the industry you worked in, the size of your clients, and proven success you generated for them. |
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