

FIRST NAME Middle Initial LAST NAME

(John J. Smith)

Street, City, State Zip Code

(xxx) xxx-xxxx (c)

EMAIL @uconn.edu - www.linkedin.com/in/your name (if you have a linkedin profile)

OBJECTIVE Seeking a full-time or internship in the field of ... utilizing (list 2-3 relevant skills that you possess- do not say that you are looking to gain experience)

EDUCATION **University of Connecticut**, Storrs, Connecticut
Bachelor of Science in Business GRADUATION MONTH YEAR

Major:

GPA

Study Abroad, Location (Optional)

DATES

AWARDS (Optional)

RELEVANT COURSES (Optional)

SKILLS **Language:** (Optional)
Computer: (Optional)

RELEVANT EXPERIENCE **Company Name**, Location
Your Title DATES

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OTHER EXPERIENCE **Company Name**, Location
Your Title DATES

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Company Name, Location
Your Title

DATES

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ACTIVITIES / ASSOCIATIONS DATES

COMMUNITY SERVICE DATES

INTERESTS (List three- make sure that you have a good story to tell for each)