| **Hannah Burke**  Position Title | | Phone Number Location, City, State [name@email.com](mailto:name@email.com)  yourwebsite.com |
| --- | --- | --- |
| EDUCATION Degree Title, UniversityGRADUATION YEAR, GPA Latin Honors Earned  Include Scholarship  Did you study abroad?  Include that here..  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   AWARDS  **2018 Excellence Award**  This is where you can write a blurb about an award  **2018 Excellence Award**  This is where you can write a blurb about an award  **2018 Excellence Award**  This is where you can write a blurb about an award | 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.   See my personal website and blog at **www.YourWebsiteHere.com**  WORK HISTORY  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 2019 - 2020 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 2016 - 2019 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. | |