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**Your Full Name**

 City, State • (555) 123-1234 • yourname@clarku.edu • LinkedIn URL (optional)

**EDUCATION**

**Saint Michael’s College**, Colchester, VT **Expected: 20xx**

Bachelor of Arts in xxxxxxx (optional if you are undeclared)

GPA here (optional)

**Name of High School**, Town, State **Received: 20xx**

List your magnet program, GPA, and/or special awards here (optional)

**RELEVANT EXPERIENCE**

**Position Title Month 20xx - Month 20xx**

Organization, City, State

* Describe an important task or project. Always start with an action verb and use numbers to describe the volume of your work or the impact of your efforts (See FAQ’s for examples)
* List more important tasks OR tell about a significant achievement here

**Position Title Month 20xx - Month 20xx**

Organization, City, State

* Describe an important task or project. Always start with an action verb and use numbers to describe the volume of your work or the impact of your efforts (See FAQ’s for examples)
* List more important tasks OR tell about a significant achievement here

**Position Title Month 20xx - Month 20xx**

Organization, City, State

* Describe an important task or project. Always start with an action verb and use numbers to describe the volume of your work or the impact of your efforts (See FAQ’s for examples)
* List more important tasks OR tell about a significant achievement here

**ADDITIONAL EXPERIENCE**

**Position Title Month 20xx - Month 20xx**

Organization, City, State

* Describe an important task or project. Always start with an action verb and use numbers to describe the volume of your work or the impact of your efforts (See FAQ’s for examples)
* List more important tasks OR tell about a significant achievement here.

**Position Title Month 20xx - Month 20xx**

Organization, City, State

* Describe an important task or project. Always start with an action verb and use numbers to describe the volume of your work or the impact of your efforts (See FAQ’s for examples)
* List more important tasks OR tell about a significant achievement here

**SKILLS**

 **Computer**: List the software, social media, computer languages, and/or operating systems that you use well

**Languages**: List languages as one of the following: bilingual, fluent, advanced, conversational, basic

**Certifications**: List any current certifications (for example CPR, First Aid, etc.)