

Name

Phone	City/State LinkedIn	Email
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EDUCATION

Miami University – Oxford, OH	Anticipated May 2023
<i>Bachelor of xx in Major</i>	GPA ____
Minor or Concentration	
Study Abroad – location	

RELEVANT EXPERIENCE

<i>Job Title</i> , Employer, City/State	2017 – present
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- Action verbs to describe your responsibilities, skills, and results
- List your experience in order of importance or significance

<i>Job Title</i> , Employer, City/State	2015 – 2017
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- Action verbs to describe your responsibilities, skills, and results
- List your experience in order of importance or significance

RELEVANT SKILLS

Critical Thinking/Problem Solving

- If you don't have relevant experience then list the transferable skills from your past work or college experience
- Use action verbs + context + results to describe the way you have demonstrated your skills

Teamwork

- Use action verbs + context + results to describe the way you have demonstrated your skills

Communication

- Use action verbs + context + results to describe the way you have demonstrated your skills

ACTIVITIES

College clubs/organizations – include leadership role (bold/italicize the title)

Varsity sports

Volunteerism

HONORS

Dean's / President's List

Scholarships

Civic awards

WORK HISTORY OR OTHER EXPERIENCE

Job Title, Employer, City/State,	Dates
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Job Title, Employer, City/State,	Dates
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Job Title, Employer, City/State,	Dates
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