FIRST NAME​ **​LAST NAME**​

**CITY, STATE ​·​ ​PHONE**

**Email​ ​·​ ​LinkedIn Profile​**

**Profile**

*Briefly describe yourself and your career goal. Include academic or work accomplishments and interests related to your career goal.*

**Education**

***Rank your highest level of education first*** *and continue in reverse chronological order, including any trainings or certifications. Include your major, GPA (if above 3.0), and related coursework.*

**Your College**City, State  
Associates Degree in \_\_\_\_ (major) Anticipated May \_\_\_GPA: \_\_\_ (include if over a 3.0)

* Honors/Awards: Dean’s List, other affiliations
* Relevant courses: Optional, include no more than 4 courses that relate to your field of interest

**Skills**

*Focus on specific skills or abilities that you have gained, either through work, school, or life. These include computer skills, languages, hard skills (technical skills or training), or soft skills (personal habits or traits).*

* **Computer skills:** list computer programs that you are good at, can include social media platforms
* **Language skills:** include languages that you are fluent or proficient in
* **Other skills or interests**

**Work Experience**

*Work experience should always be listed on a resume in****reverse chronological order*** *(start with your most recent and work backwards). If you have limited work experience, please include volunteer roles or extracurricular activities.*

**Name of Organization (most recent work experience)***Job Title* Start month and year – End month and year

* Describe any accomplishments you had at your job
* Explain what you did, how you did it, and what the results were
* Try to quantify the number of people/items/information that you worked with

**Name of Organization (second recent work experience)**Use same format as example above and repeat as necessary. Keep experience in reverse chronological order, with the most recent first and the oldest experience last.

**NAME**

**Phone number including area code/email address/city,state**

**PROFESSIONAL PROFILE**

Dedicated student majoring in communication studies with an interest in editing. Seeking an internship to enhance strategic communication skills and gain practical experience in the industry. Feel free to edit to personalize

**SKILLS**

• Choose a skill that is a strength of yours

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•Technical Skills: list all relevant technical skills. Ex: Photoshop, Social Media Platforms (TikTok, Twitter & Instagram), Microsoft (Excel, Word, PowerPoint & Outlook), Google (Forms, Sheets, Docs, Drive, Slides) Add others and edit this suggested list accordingly

**EDUCATION**

**Community College of Rhode Island Warwick, RI**

AS in Communication and Communication Media

GPA: list if over 3.0 Expected graduation, 5/25

*Completed Coursework: examples feel free to edit*

•Intermediate Editing •Media Writing

•Social Media Communication •Public Speaking

**EXPERIENCE**

**Name of Employer** Job Title Dates **City, State**

• Use the XYZ formula to write bullet statements: X: the achievement or task you accomplished. Y: the measurable outcome or impact. Z: how you achieved it, the methods, or approach or products used

•Beginning with your most recent position, describe your experience, skills and resulting outcome

•Begin each line with an [Action Verb](https://www.csusb.edu/sites/default/files/ACTION%20VERBS%20LIST.pdf) and include details such as size, scope, numbers, results to quantify what you did

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**HONOR/CERTIFICATIONS**

Include any relevant information here, ask us if you have a question

**VOLUNTEER EXPERIENCE**

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