**First Name Last Name**

Street Address | State or Province, Zip or Postal Code | 555-555-5555 email@email.com

**PROFESSIONAL STATEMENT or OBJECTIVE (in US) or PROFESSIONAL SUMMARY (in Canada)**

To obtain entry-level position as a [specific job title] that will allow me to utilize the skills gained at [name of college or university] and build a long-term career in [field name].

**EDUCATION**

**Bachelor of Arts or Science** Anticipated Month Year

*State University of New York at Potsdam, Potsdam, NY*

Major: **Major Title** Minor: **Minor Title** Major GPA: **4.0**

*Study Abroad* Month Year – Month Year

Name of Program and/or Country

*Awards and Achievements*

Graduated Summa Cum Laude Month Year

Dean’s List 5 Semesters Month Year

**RELEVANT COURSEWORK**

**Course Name** Month Year – Month Year

* Administered research, gathered data and analyzed findings to complete a research paper
* Collaborated with group on semester long project; planned presentation and presented on findings
* Facilitated group activity and reflection on topic with the goal of enhancing classroom learning

**WORK EXPERIENCE**

**Job Title |** *Name of Employer |* City, State or Province Month Year – Month Year

* Assisted with administrative tasks and earned increased responsibilities due to work ethic
* Managed time effectively to balance 10-15 hours per week while in college and maintained a 3.7 GPA

**Event Organizer** | *Name of Organization* | City, State or Province Month Year – Month Year

* Organized fundraising marathon with 300 participants including planning, marketing, running registration, and day of logistics creating a fun and successful outcome
* Raised $30,000 over 3 years gaining a 5% increase in proceeds annually

**LEADERSHIP**

**President |** *Name of Club* | City, State or Province Month Year – Month Year

* Facilitated weekly meetings with over 60 club members to raise awareness of club and plan events
* Acted as voting member of Student Government Association collaborating with over 100 fellow senators making decisions related to student clubs and campus policies
* Acted as liaison for organization amongst university leadership advocating for organization campus-wide

**Member** | *Name of Club* | City, State or Province Month Year – Month Year

* Attended weekly meetings, served on committees, and actively participated in programming and raising awareness on campus enhancing knowledge of club goals

**SKILLS**

**Language** – Proficient in [Language] – only include second languages

**Technological Skills** – add technological skills you have that meet the needs of the position