**[Your Name]**  
[Your Address] | [City, State ZIP] | [Phone Number] | [Email Address] | [LinkedIn]

**Professional Summary**

Motivated college student pursuing a degree in [Your Major] with strong academics and hands-on experience. Skilled in [key skill], seeking to apply abilities in a [type of role] to contribute to [company’s goal or mission].

**Education**

**[Degree Program Title]**  
[College/University Name] – [City, State] Expected Graduation: [Month, Year]  
Relevant Coursework: [List any relevant classes: Communications, Marketing, or Nursing]  
GPA: [Only include if it's 3.5 or higher] (Optional)

**Skills**

* [Skill #1 – e.g., Time Management]
* [Skill #2 – e.g., Data Analysis]
* [Skill #3 – e.g., Written and Verbal Communication]

**Relevant Experience *(Optional if you have no work experience)***

**Job Title (e.g., Intern, Cashier, Student Assistant)**  
[Company/Organization Name] – [City, State]  
[Dates of Employment]

* [Bullet point describing a key responsibility or accomplishment]
* [Bullet point describing a key responsibility or accomplishment]

**Job Title (e.g., Part-time, Seasonal Worker)**  
[Company/Organization Name] – [City, State]  
[Dates of Employment]

* [Bullet point describing a key responsibility or accomplishment]
* [Bullet point describing a key responsibility or accomplishment]

**Campus Involvement & Leadership *(Optional)***

**Position/Role Title (e.g., Club President, Event Coordinator)**  
[Organization/Club Name] – [Dates of Participation]

* [Brief description of role and impact in the organization]

**Volunteer Work *(Optional)***

**Volunteer Title (e.g., Event Volunteer, Tutor)**  
[Organization Name] – [City, State]  
[Dates of Service]

* [Bullet point describing your contribution or skills used]
* [Bullet point describing your contribution or skills used]

**Certifications *(Optional)***

**Certification Name (e.g., CPR, Software Proficiency)**  
[Certifying Body] – [Date of Certification]