**FIRSTNAME LASTNAME**

City, STATE | (###) ### – #### | [firstname.lastname@mga.edu](mailto:firstname.lastname@mga.edu) | linkedin.com/in/firstandlastname

**OBJECTIVE** (optional – include if you can be specific. If it’s general and lofty, don’t include it)

Be specific and to the point about the type of position and skills you offer.

**EDUCATION**

Middle Georgia State University Expected Graduation: May 2026

Bachelor of Science/Arts in LIST MAJOR HERE GPA: #.## (List only if above 3.0)

*Awards*: Honor Roll Spring ####, Dean’s List Fall #### & Fall ####, President’s list Spring #### (if applicable)

*Organizations*: Student Org Name, Student Org Name

*Relevant Coursework:* List upper division courses (especially if it closes a knowledge gap from the job posting)

**EXPERIENCE**

***Role***, Company or Organization – Cochran, GA Sep 2023 – Present

* Responsibilities and accomplishments achieved as it relates to job duties for role of interest
* Action-oriented + paraphrased statements, using the job posting to guide you
* What you did (action verb) + how (relevant to job duties and quantify where applicable)
* List experiences in reverse chronological order (most recent first)

***Intern Role***, Company or Organization – Warner Robins, GA Jun 2023 – Aug 2023

* Responsibilities and accomplishments achieved as it relates to job duties for role of interest
* Action-oriented + paraphrased statements, using the job posting to guide you
* What you did (action verb) + how (relevant to job duties and quantify where applicable)
* List experiences in reverse chronological order (most recent first)

**PROJECTS** (optional – include if you need to pull in academic experience that is related to your objective)

***Name of project,*** Name of Course Month Year

* Topic-related to position and/or skill development related
* Add what you accomplished in the project relevant to desired role
* Action-oriented + paraphrased statements, using job posting to guide you

***Name of project,*** Name of Course Month Year

* Topic-related to position and/or skill development related
* Add what you accomplished in the project relevant to desired role
* Action-oriented + paraphrased statements, using job posting to guide you

**COMMUNITY/CAMPUS INVOLVEMENT** (optional – include if you have it; can be used for campus or community depending on what fits you)

***Local Organization*** Month Year – Month Year

* Responsibilities and accomplishments achieved as it relates to job duties for position of interest
* Action-oriented + paraphrased statements, using the job posting to guide you
* What you did (action verb) + how (relevant to job duties and quantify where applicable)
* List experiences in reverse chronological order (most recent first)

**COMPUTER SKILLS**

Microsoft Word Office Suite (Outlook, Teams, Word, PowerPoint, Excel), Adobe

List specific tech + software platforms, programming languages, laboratory skills, statistical methods, and areas of expertise the job posting mentions that you have experience with (if applicable)