# Name

City, State Zip Code | Phone Number | Email

Branding section: tells how you meet the employer's needs. It is 3-5 sentences out lining experience and qualifications for the hiring audience. Start by reviewing job postings and then highlight expertise you have that is highlighted in those job postings.

## Education

**Degree Title**                                                                                         Graduation date
Institution Title                                                                                              City, State
Minor in _____                                                                                                    GPA

***Relevant course work:***
- Course
- Course
- Course

- Course
- Course
- Course

***Projects:***
- Bullet point
- Bullet point
- Bullet point

## Related Experience

**Position Title**                                                                              Month Year – Month Year
Company Name                                                                                                 City, State
- Bullet point
- Bullet point
- Bullet point

**Position Title**                                                                              Month Year – Month Year
Company Name                                                                                                 City, State
- Bullet point
- Bullet point
- Bullet point

## Intercollegiate Athletic Experience

**College,** *Sport*                                                                                         City, State
**College,** Sport                                                                                           City, State

## Work History and Volunteer Experience

**Position Title**                                                                              Month Year – Month Year
Company Name                                                                                                 City, State

- Bullet point
- Bullet point

**Position Title**                                                                              Month Year – Month Year
Company Name                                                                                                 City, State
- Bullet point
- Bullet point

# STUDENT SAMPLE

LinkedIn or City optional | phone number | email

Branding section goes here. This is 3-4 sentences telling how you meet the employer's needs and summarizing your years of experience, knowledge, and skills. Avoid first person in this section and start with a good title for yourself!

## EDUCATION

**Degree title**                                                                        Graduation Month Year
College                                                                                                City, State
Minor                                                                                                  GPA: 4.0

## INTERNSHIP EXPERIENCE

**Internship title**                                                            Month Year – Month Year
Company                                                                                                City, State
- Bullet Point
- Bullet Point
- Bullet Point

**Internship title**                                                            Month Year – Month Year
Company                                                                                                City, State
- Bullet Point
- Bullet Point
- Bullet Point

## WORK EXPERIENCE

**Position Title**                                                              Month Year – Month Year
Company                                                                                                City, State
- Bullet Point
- Bullet Point
- Bullet Point
- Bullet Point
- Bullet Point

**Position Title**                                                              Month Year – Month Year
Company                                                                                                City, State
- Bullet Point
- Bullet Point
- Bullet Point
- Bullet Point
- Bullet Point

## LEADERSHIP

**Organization or group**
- Position
- Position

## COMMUNITY OUTREACH

**Organization**                                                                                      Month Year
**Organization**                                                                                      Month Year
**Organization**                                                                                      Month Year
**Organization**                                                                                      Month Year

# STUDENT NAME

WWW.LINKEDIN.COM/IN/_____

email@gmail.com                    Address                    123-132-1234

Branding section goes here. This is 3-4 sentences telling how you meet the employer's needs and summarizing your years of experience, knowledge, and skills. Avoid first person in this section and start with a good title for yourself!

- Example of specific skills
- Hard skill
- Certification

## EDUCATION

**Bachelor of _____ in _____**                    Graduation Month Year
*Institution*                                                            City, State
- Optional: Minor
- Optional: GPA (3.0 or above)

## EXPERIENCE

**Position Title**                                           Month Year – Month Year
*Company*                                                            City, State
- Bullet Point
- Bullet Point
- Bullet Point

**Position Title**                                           Month Year – Month Year
*Company*                                                            City, State
- Bullet Point
- Bullet Point
- Bullet Point

**Position Title**                                           Month Year – Month Year
*Company*                                                            City, State
- Bullet Point
- Bullet Point
- Bullet Point

## ACTIVITIES

- **Member,** *Organization*                                 Month Year – Month Year
- **Member,** *Organization*                                 Month Year – Month Year
- **Member,** *Organization*                                 Month Year – Month Year
- **Member,** *Organization*                                 Month Year – Month Year

## VOLUNTEER WORK

- Organization                                               Year
- Organization                                               Year
- Organization                                               Year
- Organization                                               Year

# Sample

(555) 555-5555　|　sample@gmail.com

## EDUCATION

**Tennessee State University**                                                          Nashville, TN

College of Engineering: *BS in Computer Science*

*GPA:3.03*                                                                                     *May 2021*

**Honors**: Forbes 30 under 30 Scholar, TSU Higher Achiever, TSU Forbes 30 over 3.0, Dean's Research Scholar, Blue Scholar

## EXPERIENCE

**Bank of America**                                                                       New York, NY

*Global Technology Analyst*                                                   June 2019 – Present

- Lead agile framework on a team of 6 people and, effectuated a web-based interactive application that stimulates cyber security awareness

- Application Safeguard activates the user's selective attention, thus increasing retention rates of the training

- Utilized Python, HTML, Visual Studio, and Git Lab to formulate the application

- Created Front End work through HTML to present final product to Global Information Security Senior Leaders

- Final product to reach over 209,000 employees at Bank of America

**Bank of America**                                                                       Charlotte, NC

*Global Technology Freshman Analyst*                          nJune 2018 – August 2018

- Utilized Excel spread sheets, v look ups, and SharePoint to collect data on various applications created by Bank of America

- Gathered and translated internal and external client data in order to determine how much profit was being made from over 100 applications

- By studying the Total Cost of Allocation (TCOA) my findings saved the bank over 500,000 dollars-to be re allocated towards new projects

**Prototype Integration Facility (U.S. Department of Defense)**                 Huntsville, AL

*Apprentice*                                                                            May 2016 – July 2016

- Selected out of 1,800 applicants to participate in the Science and Engineering Apprentice Program (SEAP)

- Analyzed advantages and disadvantages of the Federal Aviation Administrations (FAA) Air Traffic Management System; NextGen

- Evaluated cost, risks, and pivotal pioneering technology to concoct a budget forecast and timeline

- By creating a budget forecast and timeline, the Department of Defense implemented the recommendations that were made from the data

**Prototype Integration Facility (U.S. Department of Defense)**                 Huntsville, AL

*Apprentice*                                                                                                          May 2015 – July 2015

- Studied design and operation for the Flexible Engine Diagnostics System, in order to understand the conversion from analog to digital data

- Compared input and output data from the analog and digital versions to determine the variation between the two

- By subtracting calibration values, the data showed the variations were high between both methods of translation of data
- By analyzing aforementioned factors, a recommendation was made that additional test be ran on the calibrations

## EXTRACURRICULAR ACTIVITIES AND HONORS

**National Society of Black Engineers**                                                               April 2018 – October 2018

*President of TSU chapter*

- Created a timeline considering budget for organization to make progress

- Negotiated with Papa John's, who donated over 475 dollars' worth of pizza towards membership efforts

- Negotiated with Nashville Sweets to receive 4 dozen free cupcakes towards membership efforts

- Negotiated with Kroger to receive 6 cases of free water towards membership efforts

- Increased membership over 110%

**Ron McNair Scholar**                                                                                        July 2017 – Present

- Program designed to prepare undergraduate students for doctoral studies through involvement in research and other scholarly things

- Students who have been selected to participate in this program must have strong academic potential

**Royal Elegance**                                                                                             July 2017 – Present

*Captain*

- Tasked to lead a collegiate flag team that acts as a visual representation of music performed by the Aristocrat of Bands