

## **New Graduate**

123 Street Name  
City, State, Zip  
Telephone Number  
Email Address

## **Education**

Name of Degree, Major  
University of Alabama in Huntsville  
Degree Conferred: Month, Year  
GPA (Cumulative or Major – if major be sure to denote as such)

## **Experience** (Reverse Chronological Order – Most Recent First)

### **Title, Company**

### **Date From – Date To**

- Responsible for....
- Created....
- Managed...
- Designed...

## **Skills**

List technical skills, languages, certifications, etc.

## **Honors and Organizations**

Year – Year     Honor Society  
Year – Year     Professional Organization  
Year – Administrative Position Held