

Student Name

123 Street Name
City, State ZIP

Telephone Number
Email Address

Education

Name of Degree (Bachelor of Science, Bachelor of Arts, etc.), Major
University of Alabama in Huntsville
Expected Graduation Date: Month, Year
GPA: (Should be cumulative, but the GPA in your major can be listed as Major GPA:)

Relevant Coursework

List your upper level coursework here. Do NOT include pre-requisite type classes such as Statistics I and II, Physics I and II, etc.

Academic Projects

If you have been involved in any substantial projects in the classroom, you can list them on your resume like this:

Title of Project	Month, Year
Describe the project in 2 – 3 lines and, if it was a group project, be sure to include your role in the group. Make sure you also include any software/programming languages that were used.	

Experience

List any work experience you have in reverse chronological order – most recent first. For example:

Best Buy Huntsville, Alabama	June 2009 – August 2011 Customer Service
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- Assisted customers with returns and exchanges.
- Received customer complaints and forwarded them to the appropriate department.
- Maintained information material regarding products and warranties to provide to customers upon product purchase.

Skills

Microsoft Office Suite Version 2010
Adobe Creative Suite 4
Dreamweaver Version 5.0
Fluent in Spanish – spoken and written

Honors and Organizations

2011	National Honor Society
2009 – 2011	Alpha Beta Gamma Honor Society 2011 – Chair Annual Fundraiser Drive
2009 – 2010	Association for Campus Entertainment