**First Name Last Name**

Charleston, SC

[student@student.citadel.edu](mailto:student@student.citadel.edu) | (###) ###-####

**PROFESSIONAL SUMMARY**

Provide three brief statements highlighting what qualifies you for the role. This may include being an upcoming graduate of your degree program and listing specific skillsets that are applicable to the job you are applying for. Refrain from using first person. This should be a hook for the reader to immediately see you are qualified for the role.

**CORE COMPTENCIES**

* List Applicable Skills for Position: Skill, Skill, Skill

**PROFESSIONAL ACCOMPLISHMENT HIGHLGIHTS**

* List any particular accomplishments that the hiring manager will want to see and understand, so they can immediately see you are qualified for the role
* Quantify wherever possible to support the reader have context of your experience

**PROFESSIONAL EXPERIENCE**

**Job Title - Company Name, City, State Abbreviation Month Year – Present**

* Action verb + what you did + how you did it + quantify when possible
* List skills or past experiences that make you a good fit & match job description
* Work and internship experience will go here

**(Example) Research and Development Engineer - Coroplast, Rock Hill, SC**  **May 2020 – August 2024**

* Perform market research to determine what types of products might be successful among consumers
* Design detailed project plans with engineering, manufacturing, and sales and marketing teams to manage all aspects of product development and production
* Tasked related to designing products including making calculations of product dimensions, drawing sketches of product ideas, and designing mockups of proposed products

**Job Title - Company Name, City, State Abbreviation Month Year – Month Year**

* Action verb + what you did + how you did it + quantify when possible
* List skills or past experiences that make you a good fit & match job description
* Work and internship experience will go here

**ADDITIONAL POSITIONS**

*For further description of responsibilities held, please visit*: https://www.linked.com/in/yourlinkedinlink

* Position, Organization Name, City, State Abbreviation, Year-Year
* Position, Organization Name, City, State Abbreviation, Year-Year
* Position, Organization Name, City, State Abbreviation, Year-Year

**EDUCATION & CREDENTIALING**

**Master of Arts/Science in Degree**, *Expected Graduation: Month Year*

The Citadel Graduate College, Charleston, SC

**Bachelor of Arts/Science in Degree**, *Month Year*

School Name, City, State Abbreviation

**Certification Name,** *Month Year (Include Expiration Month Year if applicable)*

Certifying Body, City, State Abbreviation

**License Name,** *Month Year (Include Expiration Month Year if applicable)*

Certifying Body, City, State Abbreviation