**First Name Last Name**

[student@citadel.edu](mailto:student@citadel.edu) - (843) 953-1617 - Town, State - www.linkedin.com/in/firstname-lastname

**PROFESSIONAL SUMMARY (Optional)**

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.

**EDUCATION**

**The Citadel, The Military College of South Carolina, Charleston, SC Month Year**

**Bachelor of Science -or- Arts in Your Degree, Major: Your Major GPA: 3.0 and above**

* Any Other Honors

**APPLICABLE COURSEWORK AND SKILLS HIGHLIGHT**

* Coursework & Skills Examples include: Machine Design, Critical Thinking, Composite Design, Manufacturing Design, Data Analysis, Design Management
* Software Examples include: Excel, CAD, Business Intelligence (BI) Reporting

**INTERNSHIP EXPERIENCE (AND/OR) PROJECT HIGHLIGHT (This section should highlight putting your skills into practice)**

**Example: Mechanics Research & Development Intern, Mainstream Engineering, Atlanta, GA Summer 2023**

* Gained hands-on experience in a laboratory setting with sensor and instrumentation experience
* Designed machined parts, metal forming, molding, additive manufacturing, and rapid-prototyping for manufacturing
* Learned and utilized LabVIEW for programming, wiring, instrumentation, and data acquisition

**Name of Project, Course Name, The Citadel Semester Year (For example, Spring 2024)**

* Bullet point explaining the project objective(s)
* Bullet point explaining the approach taken
* Bullet point name dropping the tools you utilized (For example, Excel)
* Bullet point explaining the final result

**WORK EXPERIENCE**

**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

**LEADERSHIP EXPERIENCE**

**Leadership Training, The Citadel, Charleston, SC August 2018 – May 2022**

* Example: Adhered to the honor code and support The Citadel’s core values: Honor, Duty, and Respect
* Example: Fine-tuned time management and self-disciplinary skills through adherence to rules, regulations, and orders designed to achieve accountability

**EXTRACURRICULAR ACTIVITIES**

**Title (For example: Member) Organization Name, Charleston, SC Month Year-Month Year**

* Action verb + roles/ duties, what you have learned, skills developed
* Specific contribution to the community (quantify and qualify)