**First Name Last Name**

**(555) 555-5555 | Email Address |Customized LinkedIn URL**

**EDUCATION**

***Associate of Science, Subject* -** Palomar College, San Diego CA.*(Anticipated Graduation Date)*Month/Year

*Relevant Coursework: Add 3-6 Course titles here*

***Additional Degree, Subject*** – School, location Month/Year

*Relevant Coursework: Add 3-6 course titles here*

**ACADEMIC PROJECTS**

***Project Title****, class title, school* Month/Year – Month/Year

* Summarize the project here
* Mention the steps taken to complete the project
* Also add any tools, specialized skills and the learning outcomes

***Project Title****, class title, school* Month/Year – Month/Year

* Summarize the project here
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**SKILLS**

***Technical****: List any skills that deal with software, hardware, or specialized tools (ex. Excel, AutoCAD, SOLIDWORKS, MATLAB, CMMS, Johnson Controls, ManagerPlus, Siemens NX, etc.)*

***Certifications****: List any current certifications you possess (ex. EPA 608, Water Treatment Operator Class I, CWS, etc.)*

***Languages****: List any languages you speak (beyond English) and your level proficiency (ex. Spanish – Fluent, Mandarin – Basic)*

**WORK EXPERIENCE**

***Job Title****, Company Name, Location* Month/Year – Present

* Summarize your role in your first bullet point
* Write additional bullet points with results-oriented language
* For Example: Task of role, actions took to complete, result
* Be sure to mention any accomplishments, recognitions, and/or promotions
* If you are currently in this role, use present tense verbs

***Job Title****, Company Name, Location* Month/Year – Month/Year

* Summarize your role in your first bullet point
* Write additional bullet points with results-oriented language
* For Example: Task of role, actions took to complete, result
* Be sure to mention any accomplishments, recognitions, and/or promotions
* If you are currently in this role, use present tense verbs

**VOLUNTEER/CAMPUS INVOLVMENT/SERVICE LEARNING** (Optional)

***Leadership title,*** *Organization Name, location* Month/Year – Month/Year

* Add 1 – 2 bullet points about your involvement with this organization or club

***Volunteer****, Non-Profit Name, Location* Month/Year – Month Year

* ADD 1 – 2 bullet points about your involvement as a volunteer