**YOUR NAME HERE**

Address, City, State | Phone Number | email@xavier.edu

**EDUCATION**

*Xavier University Cincinnati, OH*

**Degree, Major, Concentration (if applicable) Expected Graduation Month Year**

**Minor: add minor here**

* GPA: optional to add GPA
* Relevant Coursework: if you took courses that are relevant to the positions you are applying for, you can add a couple of course title names here

**RELEVANT EXPERIENCE**

*Company/Organization Name City, State*

**Position Title Month Year- Month Year**

* Using strong action verbs to start your bullet points, tell us what you did during your internship
* Focus on what is most relevant to the experiences you are applying for
* Consider sharing any technology that you used during this experience
* Remember to use numbers when possible to quantify your experience (e.g. how many social media platforms you managed, how many posts you created, how much your following/engagement rate increased)

*Company Organization Name City, State*

**Position Title Month Year- Month Year**

* Using strong action verbs to start your bullet points, tell us what you did during your internship
* Focus on what is most relevant to the experiences you are applying for
* Consider sharing any technology that you used during this experience
* Remember to use numbers when possible to quantify your experience (e.g. how many social media platforms you managed, how many posts you created, how much your following/engagement rate increased)

*Company/Organization Name City, State*

**Position Title Month Year- Month Year**

* For positions that are less relevant, you’ll want to have less bullet points, whereas you’ll have the most bullet points for the experiences that are most relevant
* For positions that are less relevant, really think about the transferable skills you gained during the experience and highlight those

**CAMPUS INVOLVEMENT**

*Club/Group Name,* **Role in that group Insert Dates**

*Club/Group Name),* **Role in that group Insert Dates**

**SKILLS**

* Focus on technical/specialized skills here, such as language skills, software knowledge, certifications, etc.