**Carrot Monster**

*City, State Zip • (555) 555-1234*

*CarrotMonster@email.com • linkedin.com/in/your-name-here – try to keep document to one page if possible*

Title of job

When you don’t have much work experience as a recent grad, a strong summary statement can help add valuable context to your application. Use this statement to communicate the career track you’re pursuing, any specialties from your education or personal projects, and how you will contribute.

**EDUCATION**

*Degree / Graduation Year, GPA 3.7/4.0*

*College Name, Location*

* + Consider listing course titles (not numbers), details of coursework and special projects, or academic accomplishments that show you’re ready to excel in your new industry.
	+ You can also list organizations, clubs, teams etc. that show off additional interpersonal and leadership skills.

**SKILLS**

* Skill
* Skill
* Skill
* Skill
* Skill
* Skill
* Skill
* Skill
* Skill

**WORK EXPERIENCE**

*Job Title / Company 2, Location mm/yyyy - mm/yyyy*

* It’s OK that you don’t have much work experience as a recent grad. Having industry-relevant internships will help, but any professional experience will be helpful. (work-study positions count here too)
* Try to use bullet points to speak to any accomplishments you may have had in the role.
* If you truly have zero work experience to share, are there any special projects you worked on during your studies that you feel would help describe your skills to an employer?
* What was the topic? What did you learn? What skills did you use to help you excel in this project? Did you work in a group? - what role did you play in that group?
* This may be an opportunity to share some supervisory, project management, research, and/or data management skills without yet having paid experience.

*Job Title / Company 1, Location mm/yyyy - mm/yyyy*

* Whether you worked your way through school as a bartender, in retail, or doing manual labor, there will be some transferable skills for the job or industry. Try to include results, like money or time saved or improvements made.

**VOLUNTEER EXPERIENCE**

*Title/Role / Organization, Location mm/yyyy - mm/yyyy*

* Add volunteer experience. This is a great way to strengthen your resume, especially when you’re just starting out.