**FirstName LastName**

(931) 123-4567 | firstname.lastname@gmail.com | Pulaski, TN 38478

**PROFESSIONAL SUMMARY**

In roughly 3-4 sentences, list the skills and personal traits you offer to an employer (i.e., ability to lead, learn quickly, complete tasks efficiently), and they should relate directly to the position you are applying for like the following: Effective communicator, building rapport easily with patients from diverse backgrounds. Detail oriented, recording needed information accurately and updating reports efficiently.

**EDUCATION**

**The University of Tennessee Southern** Pulaski, TN

*Bachelor of XXXX*, Major, GPA #.#/4.0 Month 20XX

**Honors:** Listed By Their Official Title

**RELEVANT COMPUTER SKILLS**

**Languages:** C#, Python, C++, Haskell, HTML5

**Technologies:** Unity, GitHub, LaTeX, Eclipse, Visual Studio, IntelliJ, Atom

**PROGRAMMING PROJECTS**

**Project Name**

*Short description sentence about the project itself.* Month 20XX – Present

* Begin each bullet point with a past-tense action verb/skill to communicate a successful outcome.
* Use technical knowledge and numbers as often as possible and not simply the tasks that were completed.

**D&D 5e Character Sheet Manager**

*A Dungeons & Dragons 5th Edition character sheet management tool.* Month 20XX – Present

* C# WPF application using the .NET framework, created in Visual Studio.
* Developed a 2-person team for upper-level Software Engineering course using Waterfall development techniques.

**OTHER PROFESSIONAL EXPERIENCE**

**Company Name** City, ST

*Position Title* Month 20XX – Present

* Begin each bullet point with a past-tense action verb/skill to communicate a successful outcome.
* Use quantifiable accomplishments and numbers as often as possible and not simply the tasks that were completed.
* Align your experiences with those shown in the job description for the position to which you’re applying.

**Pam’s Shoes & More** Ardmore, TN

*Sales Representative* June 20XX – August 20XX

* Collaborated with a team of four to maintain our inventory needs and provided excellent customer service to anyone who came into the store.
* Recruited 11 first-time customers by advertising upcoming sales and seeking opportunities to partner with community events throughout the summer.

**ACTIVITIES**

**Campus Organization**, *Position Title*, Month 20XX – Present