***Resume Formatting Template [REMOVE WHEN CUSTOMIZING]***

**First Last**

City, State | [Email@platform.com](mailto:Email@platform.com) | 999-999-9999 | linkedin.com/in/customizedname

**EDUCATION**

**Colorado College**, Colorado Springs, CO   Month 20XX

Bachelor of Arts, Major:

GPA: (If 3.0 or higher)

**Relevant Coursework:**

**Awards (if applicable):**

**Thesis Title** OR **Topic (if applicable):**

**Study Abroad Program Name (if applicable), Country** Month 20XX – Month 20XX

* Action oriented statement – what you did/learned
* What courses you completed

**RELEVANT EXPERIENCE**

**Organization/Company name, city, state abbreviation**      Month 20XX – Present

Position Title

* Relevant responsibility and accomplishment
* Relevant responsibility and accomplishment
* Etc.

**Organization/Company name, city, state abbreviation**            Month 20XX – Present

Position Title

* Relevant responsibility and accomplishment
* Relevant responsibility and accomplishment
* Etc.

**Organization/Company name, city, state abbreviation** Month 20XX – Month 20XX

Position Title

* Relevant responsibility and accomplishment
* Etc.

**ADDITIONAL EXPERIENCE**

**Organization/Company name, city, state abbreviation**            Month 20XX – Present

Position Title

* Relevant responsibility and accomplishment
* Relevant responsibility and accomplishment
* Etc.

**Organization/Company name, city, state abbreviation** Month 20XX – Month 20XX

Position Title

* Relevant responsibility and accomplishment
* Etc.

**SKILLS**

**Language:** Intermediate Spanish (foreign language and proficiency level)

**Computer or Technical:** Proficient in SPSS, Python, Microsoft Suite (platforms or software and proficiency level)