YOUR NAME

(999) 999-9999 your.name@live.kutztown.edu City, ST [www.linkedin.com/](http://www.linkedin.com/)in/**Add Your Personal Link**

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**Profile** *Note: Briefly introduce yourself and state your purpose of this resume.*

Bilingual criminal justice junior, with an interest in courts and corrections, seeking a Summer 20XX internship.

**Qualifications** *Note: Professional skills gained in the classroom and through employment/experience*

· Language skills (Conversational or fluent)?

· Specific software?

· Management/Leadership skills?

· What else that makes you stand out?

**Education**

*B.S., B.A., B.S.B.A., B.S.Ed., B.F.A., or B.S.W.* Kutztown University of Pennsylvania Kutztown, PA

**Major: Major Name**  May 20XX

**Minor: Minor Name**

GPA: *Include if it is 3.0 or higher*

**Study Abroad**: Ireland, Literacy Landscapes of the Island Summer 20XX

**Related Coursework** *(100+level for FR, 200+ for SOs, 300+ for JRs/SRs. Don’t include the course code, just name)*

· Course Name

· Course Name

· Course Name

· Course Name

**Honors**

*Dean’s List*? Fall 20XX

*Any Scholarship?* Fall 20XX

\*List any awards/honors in this format:

Name of Award, Organization that gave you the award, their location City, ST Dates Applicable

**Internship Experience**

**Intern**, Organization, City, ST Month Year – Month Year

*2-3 lines describing your responsibilities and tasks. Start each bullet with an action verb. Use past-tense verbs if already completed.*

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**Work Experience**

**Job Title**, Organization, City, ST Month Year – Month Year

*2-3 lines describing your responsibilities and tasks. Start each bullet with an action verb. Use past-tense verbs if already completed.*

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**Campus Involvement & Leadership**

**Title of Position Held,** Club #1 Month Year – Month Year

**Title of Position Held**, Club #2 Month Year – Month Year

**Volunteer Experience**

Organization, City, ST Month Year – Month Year

***DON’T FORGET!***

*1. Remove all highlighted text and any sections for which you have no content.*

*2. Save this document by naming it "FirstName LastName Resume 2024".*

*3. Delete this text box and upload to Handshake, or, bring it to the KU Career Center for review. 😊*