FIRSTNAME LASTNAME

City, State | Phone Number | Professional Email
LinkedIn or Portfolio URL (optional)

EDUCATION

Community College Name, City, State

Degree, Diploma, or Certificate in [Program/Major] Expected [Month Year]

Relevant Coursework: [Course Title], [Course Title], [Course Title] (optional; tailor to the job)

Academic Projects: [Project Name] — [Briefly describe what you did and the skills you used] (optional)

GPA: [X.XX] (optional; include if requested or a strength)

WORK EXPERIENCE

[Job Title] | [Employer Name], City, State [Month Year] – [Month Year or Present]

• [Action verb] [task or responsibility], using [skill/tool] to [result or impact].

• [Describe a responsibility, accomplishment, or example of reliability/teamwork/customer service].

• [Add numbers when useful, such as customers helped, items organized, or tasks completed].

[Repeat for other roles, starting with the most recent.]

PROJECTS, VOLUNTEER EXPERIENCE & COMMUNITY INVOLVEMENT

[Project, Volunteer Role, Club, Family Business, or Community Activity]

[Organization or Course], [City, State] [Month Year] – [Month Year]

• [Explain your contribution, the skills you used, and the outcome.]

• [Include teamwork, communication, problem-solving, technology, or leadership examples.]

Tip: If you have limited work experience, use this section to show relevant class projects, volunteering, caregiving, or other responsibilities.

CAMPUS INVOLVEMENT & LEADERSHIP (OPTIONAL)

[Role or Title] | [Student Organization or Campus Activity]

[Community College Name] [Month Year] – [Month Year]

• [Describe an event, responsibility, contribution, or result.]

SKILLS & CERTIFICATIONS

Technical Skills: [Software, equipment, tools, or job-specific systems]

Certifications/Licenses: [Name] | [Issuing Organization] | [Expiration date, if applicable]

Languages: [Language and proficiency level] (optional)

QUICK TIPS

- Keep the resume to one page when possible, especially if you are early in your career.
- Customize your resume for each job; use relevant words from the job posting when they accurately describe your experience.
- Start bullet points with action verbs and focus on what you did, how you did it, and the result.
- List education and experience in reverse chronological order (most recent first).
- Include paid and unpaid experience that is relevant: part-time jobs, internships, class projects, volunteering, and leadership.
- Use a professional email address, consistent formatting, and readable font. Proofread carefully.
- Do not include your photo, age, Social Security number, or full street address.