

**FIRSTNAME LASTNAME**

Personal Address

Contact number | School Email Id

**EDUCATION** (Mention all your educational qualifications in this section)

**NAME OF SCHOOL**

*Candidate for XXXXXXXX (Degree Name)*

City, State  
20XX-Present

- Concentration or relevant coursework and GMAT score (or score of any other test taken)
- Academic achievement or recognition (if any)
- Membership of clubs/associations (if any)
- Study abroad programme (if any)

**NAME OF SCHOOL**

*Degree Name*

City, State  
20XX-Present

- Concentration or relevant coursework
- Academic achievement or recognition (if any)
- Membership of clubs/associations (if any)
- Study abroad programme (if any)

**EXPERIENCE** (Mention key details about your professional experiences)

**NAME OF ORGANIZATION**

*Job Title*

City, State  
Month 20XX – Month 20XX

- Describe your roles and responsibilities concisely in bullets
- X-----XXX-----X
- X-----XXX-----X
- X-----XXX-----X
- X-----XXX-----X

**NAME OF ORGANIZATION**

*Job Title*

City, State  
Month 20XX – Month 20XX

- Describe your roles and responsibilities concisely in bullets
- X-----XXX-----X
- X-----XXX-----X
- X-----XXX-----X
- X-----XXX-----X

**NAME OF ORGANIZATION**

*Job Title*

City, State  
Month 20XX – Month 20XX

- Describe your roles and responsibilities concisely in bullets
- X-----XXX-----X
- X-----XXX-----X
- X-----XXX-----X
- X-----XXX-----X

**ADDITIONAL INFORMATION**

- Languages: Language 1 (native), Language 2 (fluent), Language 3 (basic/intermediate)
- Technical Skills: Mention details of software knowledge including technical and computer skills
- Professional associations (if any)
- Volunteer or Leadership experience (if any)
- Any other achievements and interests

**FirstName LASTNAME**  
Personal Address  
Contact Number | School Email Id  
Year of Birth: 19xx | Nationality: xxxxxx

**PROFILE**

Project Manager with 5 years working experience in sales and marketing environment. Leading data-analytics and process development projects for core functions globally, thinking new solutions to create structure in ambiguous environments.

**EDUCATION**

20xx – 20xx **University Name 1, City, Country**  
MBA candidate

20xx – 20xx **University Name 2, City, Country**  
Course Name

**PROFESSIONAL EXPERIENCE**

20xx – 2015 **Company Name 1, City, Country**  
*Job title*

- Designed, implemented and introduced one globally common “partner project pricing process” in a 3 year data and technology standardisation project
- X-----XXX-----X
- X-----XXX-----X
- X-----XXX-----X
- X-----XXX-----X
- X-----XXX-----X

2007 – 2010 **Company Name 2, City, Country**  
*Job Title 1*

- X-----XXX-----X
- X-----XXX-----X
- X-----XXX-----X
- X-----XXX-----X

2007– 2009 **Company Name 2, City, Country**  
*Job Title 2*

- X-----XXX-----X
- X-----XXX-----X
- X-----XXX-----X
- X-----XXX-----X

20xx – 20xx **Company Name 3, City, Country**  
*Job title*

- X-----XXX-----X
- X-----XXX-----X
- X-----XXX-----X
- X-----XXX-----X

**LANGUAGES**

Language 1 (native), Language 2 (fluent), Language 3 (basic/intermediate)

**EXTRACURRICULAR ACTIVITIES**

20xx – 20xx X-----XXX-----X  
20xx – 20xx X-----XXX-----X  
20xx – 20xx X-----XXX-----X

# FIRSTNAME LASTNAME

Personal Address • Contact Number • Email Address

## PROFESSIONAL PROFILE

Highly driven, performance-focused professional with 11 years of experience including five in real estate sales and six in business analysis. Hands-on experience in contract negotiation, sales generation, financial forecasting, and cash budgeting. Participated in over 100 real estate transactions acting in a variety of roles that covered all aspects of the contract-to-closing process including negotiation, contract modification, financing, and project management.

## EXPERIENCE

### COMPANY NAME 1

*Job Title*

City, State  
20xx-Present

- Describe your roles and responsibilities concisely in bullets
- X-----XXX-----X
- X-----XXX-----X
- X-----XXX-----X
- X-----XXX-----X

### COMPANY NAME 2

*Job Title*

City, State  
20xx-20xx

- Describe your roles and responsibilities concisely in bullets
- X-----XXX-----X
- X-----XXX-----X
- X-----XXX-----X
- X-----XXX-----X

### COMPANY NAME 3

*Job Title*

City, State  
20xx-20xx

- Describe your roles and responsibilities concisely in bullets
- X-----XXX-----X
- X-----XXX-----X
- X-----XXX-----X
- X-----XXX-----X

## EDUCATION

NAME OF SCHOOL, City, State

*Degree Name*

20xx

NAME OF SCHOOL, City, State

*Degree Name*

20xx

## ADDITIONAL INFORMATION

- Represented XXXXXX University in a national team-based real estate competition using Valuation Discounted Cash Flow software.
- Selected to join a 12 member group that met with faculty and senior executives over a six month period to develop specific leadership skills and discuss challenging situations.

# First name Last name

Your\_email@ensign.edu · www.linkedin.com/in/yourURL (122) 489-5698

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## Education

### Associate of Science in Accounting

Ensign College

Apr. 20XX  
Salt Lake City, UT

- GPA: X.XX Major GPA: X.XX
  - [Area of interest: Audit/Tax/Forensics/Other]
  - Student Accounting Society [ - position] 20XX – 20YY
  - Scholarships/Awards
  - [Minor/Emphasis/Additional course work: non-standard course name, non-standard course,...]
- 

## Experience

### Position

Name of Company/Organization

Jan. 20XX – Dec. 20XX  
City, ST

- Description of accomplishments and responsibilities; begin with action verbs
- Don't just describe the tasks performed; be clear about the characteristics and attributes developed
- Make sure to quantify as much as possible; 2 – 4 bullet points for each position
- Develop a 30 to 90 second story about each bullet point

### Position

Name of Company/Organization

Jan. 20XX – Dec. 20XX  
City, ST

- No full sentences; keep it short and sweet
- Try to keep each bullet point to one line; remember they are scanning for specific terms

### Position

Name of Company/Organization

Jan. 20XX – Dec. 20XX  
City, ST

- Be clear about the characteristics and attributes developed; include leadership
- Only include what is relevant to the position
- Review the job description and include terms from the job description

### Full-Time Volunteer Representative

The Church of Jesus Christ of Latter-day Saints

Jun. 20XX – Jun. 20YY  
Country (State if served in the US)

- Did you have any opportunities to lead or help others reach goals and keep commitments?
  - Did you work long hours each week, for how long?
  - What did you get really good at, include skills you developed and acquired?
  - Became fluent in [language]
- 

## Leadership/Interests/Skills/Awards (may be excluded if more experience is included)

- List and describe other experiences, etc., that you would like to share with the company
- You may include items that are interesting and unique, be sure they are business appropriate
- It's probably better not to include items from your early youth or childhood

## Name

201 South 1460 East Salt Lake City, UT 84112  
student.email@gmail.com | 801-581-6186

## SUMMARY OF QUALIFICATIONS

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- 2 years experience developing business expansion models, potential revenue outcomes, and likely partnerships proposals.
- Experienced leading small teams of coworkers and classmates
- Technical skills include Microsoft Access, Excel and PowerPoint

## EDUCATION

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Associate in Applied Science Business Management Month 20xx  
Ensign College Salt Lake City, Utah  
GPA: 3.7, Dean's List

### **Relevant Course Work:**

|                                  |                     |                            |
|----------------------------------|---------------------|----------------------------|
| Fundamentals of Investing        | Business Statistics | International Trade Policy |
| International Monetary Relations | Money & Banking     | Monetary Theory & Policy   |

## EXPERIENCE

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Investment Analyst Month 20xx – Month 20xx  
Organization/Company City, State

- Analyze potential investments and perform due diligence for an \$8.5M international impact investing venture fund.
- Conduct market research as well as market sizing, competitive landscape and industry analysis, and finance and business model analysis to develop and pitch ~60 page investment memos.
- Quantitatively evaluate investments' social & environmental impact in emerging markets

Finance Intern Month 20xx – Month 20xx  
Organization/Company City, State

- Provided profitability analyses and consulting services for 6 microfinance businesses.
- Conducted focus groups with ABC Microfinance Bank to discuss operational efficiency and profitable financing opportunities within the community.

Sales Associate Month 20xx – Month 20xx  
Organization/Company City, State

- Evaluated product profit margins and implemented employee training program to increase promotion of higher margin products resulting in a 35% revenue increase.
- Generated daily sales expectation charts for department and individual employees from budget projections.

## ACTIVITIES

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Board Member Month 20xx – Month 20xx  
Economics Department Student Advisory Committee City, State

- Directed and planned programming featuring campus staff and faculty on topics such as careers in international studies, learning abroad and finding your emphasis.

Role/Title Month 20xx – Month 20xx  
Volunteer/Student Club Organization City, State

- Planned and implemented programs to assist transfer students in transitioning into the university

# NAME

1234 Street Avenue • Salt Lake City, UT 84000 • (801) 222-3333  
firstname.lastname@utah.edu

## EDUCATION

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### Ensign College

Salt Lake City, UT

*Associate of science degree Business Analytics*

*May 20XX*

#### Honors

- 3.74 GPA, Golden Key International Honour Society
- Honors at Entrance Scholarship – maintained all four years due to high academic performance

#### Related Coursework

- Honors Valuation – performed valuations, analysis, and made recommendations for acquisition, leveraged buyout, and venture capital investments through group and individual reports
- Financial Management – financial analysis, capital budgeting, capital structure
- Investments – asset pricing, portfolio theory, fixed income securities, derivatives, hedging, risk management

## EXPERIENCE

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### Finance Honors Student-Managed Investment Fund

Salt Lake City, UT

*Portfolio Manager*

*August 20XX – May 20XX*

- Chosen as 1 of 16 finance students to manage \$160,000 investment fund that has outperformed the S&P 500
- Analyze stocks by utilizing both technical and fundamental security analysis as well as by examining relevant qualitative factors that may potentially affect future earnings
- Recommend securities for purchase, sale, and retention through written reports and oral presentations
- Conduct presentations on current fund performance and market conditions

### R.C. Willey

Salt Lake City, UT

*Sales Associate/Department Lead*

*July 20XX – present*

- Evaluated product profit margins and implemented employee training program to increase promotion of higher margin products which resulted in a 35% increase in revenue, while raising customer satisfaction
- Generated daily sales expectation charts for department and individual employees from budget projections
- Dramatically improved customer loyalty score in department from 65% to 97% satisfaction

### Footlocker

Orem, UT & San Francisco, CA

*Sales Associate*

*July 20XX – June 20XX*

- Directed 3 employees for redesign project of department layout and increased revenue by 15%

### Snowbird Ski Resort

Park City, UT

*Sales Representative*

*September 20XX – January 20XX*

- Designed marketing literature and organized distribution efforts that led to record season pass sales

## ACTIVITIES

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### Ensign College Business Club – Vice President

*September 20XX – present*

- Organized and participated in weekly guest lectures and career workshops
- Collaborated with leadership to create student opportunities to connect through annual Finance Conference involving 150 students and 20 alumni presenters

### Selected as 1 of 12 students to participate in 20XX Finance Department Week on Wall Street

*March 20XX*

- Networked with alumni and friends of the University at organizations including Citibank, Disney, Goldman Sachs, and the New York Stock Exchange

### Volunteer Church Representative

*July 20XX – July 20XX*

- Selected as Assistant to the President and supervised over 120 missionaries for final 6 months; organized and conducted conferences, facilitated training programs and measured progress/results of organization
- Assisted in extensive cleanup efforts following natural disaster in New Orleans, Louisiana

## SOFTWARE SECTION

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Include a specific skill set or software package.

# Name

1255 University of Utah Circle, Las Vegas, NV 84112

(801) 581-6186

name@email.com

Linked in: [www.linkedin.com/in/name](http://www.linkedin.com/in/name)

## Education

Ensign College Associate of Applied  
Science Computer Science GPA: 3.55

**Salt Lake City, UT**  
Graduation: May 20xx

## Relevant Skills

### Programming Languages

|       |      |       |            |
|-------|------|-------|------------|
| C/C++ | C#   | Java  | Javascript |
| Swift | HTML | MySQL | Python     |

### Programming Environments

|               |              |       |                |
|---------------|--------------|-------|----------------|
| Visual Studio | Eclipse      | Unity | Xamarin Studio |
| Emacs         | TextWrangler | Xcode | Sublime 2      |

### Work Environments

|         |               |       |     |
|---------|---------------|-------|-----|
| OSX     | Windows       | Linux | iOS |
| Android | Unix Terminal |       |     |

### Software

|                  |                |                 |                     |
|------------------|----------------|-----------------|---------------------|
| Adobe Photoshop  | Adobe Indesign | Google Drive    | Dropbox             |
| Microsoft Office | iWorks         | Google Calendar | Mozilla Thunderbird |

### Relevant Courses

|                        |                         |                        |                      |
|------------------------|-------------------------|------------------------|----------------------|
| Software Practice I/II | Artificial Intelligence | Computer Graphics      | Computer Systems     |
| Cyber Ethics           | Differential Equations  | Probability and Stats. | Discrete Mathematics |

## Technical Projects

### **Class Project: Networked Spreadsheet**

- Created a *Google Spreadsheet* like program with a client in C# and server in C++
- Worked on a team of 4 to design a communication protocol, create, and test the program
- Server Leader: designed the C++ server for asynchronous communication

### **Class Project: Custom Image Encoder/Decoder with FFMPEG**

- Learned how images are stored electronically and to draw images by pixel manipulation
- Gained experience working with a large open source codebase with poor documentation
- Linked into FFMPEG libraries and called methods to create a program that makes videos

### **Class Project: Problem Solving Search**

- Explored solving the Towers of Hanoi game with multiple search algorithms
- Implemented a tree structure that saved time and memory usage
- Measured efficiency of algorithms by number of nodes traversed by algorithms

## Relevant Experience

### **Undergraduate Student Advisory Committee** (Committee Chair, Ensign College, SLC, 20xx - Present)

- Host the School of Computing's open house *How to be a Computer Science Student*
- Interview faculty candidates about areas of expertise and evaluates ability to teach

### **Association for Computing Machinery** (*University of Utah*, SLC, 20xx - Present)

- Participate in Team Coding Competitions to quickly solve problems
- Meet with programmers to talk about working in industry or research

### **Resident Advisor** (*Housing & Residential Education Office*, SLC, 20xx-20xx)

- Worked with a team of 22 people to help over 300 freshmen adjust to college

# Name

201 South 1460 East, SSB 350 • Salt Lake City, UT 84112  
email@email.com • (801) 581-6186 • www.onlineportfolio.com

**Skills & Qualifications**  
**Programming/Web:** C++/#, Java/2, VHDL, Pascal, HTML, Apache, XML, Flash  
**Operating Systems:** Linux (openSUSE, Ubuntu, CLI), Windows, Mac, Server 2003  
**Databases:** SQL, Excel, Access, ERD – Data models, Data Flow Diagrams  
**Foreign Languages:** Spanish

## Standard Certificate Computer Science

Ensign College GPA:  
3.62

**Month 20xx**  
Salt Lake City, UT

### Research Areas/Coursework:

#### Software Fundamentals

- Algorithms and Data Structures
- Programming Language Structure
- IT Security
- Artificial Intelligence
- Object-Oriented Software Engineering
- Database Design

#### Independent Study:

- Discrete Structures
- Digital Signatures
- Networks
- Quantum Mechanics

#### Hardware Fundamentals

- Digital Logic Design
- Computer Architecture and Design
- Personal Software Process

## Relevant Experience

### Q.A./Developer

Company123

**Month 20xx – Present**

Salt Lake City, UT

- Developed small projects and fixed defects in AutoMod – a 3D discrete-event simulation package for increasing productivity of manufacturing systems
- Performed testing on the same product

### Research Assistant

Company123

**Month 20xx – Month 20xx**

Salt Lake City, UT

- Developed a tool in Java for the use of professors and students in introductory Computer Science classes while working on a team with a professor and graduate student
- Tool allowed students to easily check their pre- and post-conditions they specify for their methods, as well as see graphic representations of their data structures
- Traveled to SIGCSE in Austin, TX to present product and currently finishing thesis on this topic

### Intern

CompanyABC

**Month 20xx – Month 20xx**

Salt Lake City, UT

- Software development under the Java programming language for the Linux platform
- Work in conjunction with other developers in the Communications Products Group to develop software solutions for network device management

## Honors & Activities

- Women’s Engineering Scholarship: Year-Year
- Dean’s List: 4 Semesters
- Society of Women’s Engineers, Student Chapter Vice President: Year
- Ironman St. George Finisher: Year, Year
- Undergraduate Student Advisory Committee Representative: Year-Year
- Program for Diversity in Engineering Scholarship: Year-Year



## Name

201 South 1460 East • Salt Lake City, Utah 84112  
801-581-6186 • studentemail@ensign.edu

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## Education

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*Degree in Medical Assistant*

**Salt Lake City, Utah**  
**Month 20xx**  
3.8 GPA

## Related College Course Work

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|                        |                          |                                |
|------------------------|--------------------------|--------------------------------|
| Anatomy                | Physiology of Fitness    | Exercise Programming           |
| Kinesiology            | Emergency First Aid      | Human Motor Development        |
| Aging and Exercise     | Weight Management        | Exercise & Health Perspectives |
| Nutrition Intervention | Cultural Aspects of Food | Healthy Weight for Life        |

## Certifications

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CPR Certified Month Year  
ACSM Health/Fitness Instructor Qualified Month Year (tentative)

## Experience

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### Highland Cove Retirement Community

**Sandy, Utah**

Health Specialist Intern

Month Year - Present

- Designed and instructed group exercise classes meant to engage the senior population
- Executed performance evaluation testing using body fat calipers and blood pressure cuffs
- Performed fitness tests and advised of results that included an action plan to incorporate healthy lifestyles changes
- Taught nutritional lunch series meant to engage participants in a healthy eating plan

### University of Utah

**Salt Lake City, Utah**

Residential Advisor

Month Year - Month Year

- Developed an educational atmosphere through positive role modeling
- Demonstrated leadership skills with diverse backgrounds and emergency procedures
- Facilitated and created community building to ensure trust and camaraderie among peers and senior staff

### Hallmark Cabinets

**Salt Lake City, Utah**

Executive Assistant

Month Year - Month Year

- Advised customers and delivered outstanding service through one on one feedback and over the phone responses
- Created promotional flyers using Microsoft Publisher to enhance programs public awareness
- Coordinated and communicated well with co-workers to ensure efficiency and equality
- Developed spreadsheets in Microsoft Excel to increase organization and efficiency

## Volunteer Work

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### Friendship Manor

**Salt Lake City, Utah**

- Provided company and play board games with senior citizens

Month Year - Present

### Guadalupe Center

**Salt Lake City, Utah**

- Worked with adults learning English as their second language

Month Year - Month Year

# Name

201 South 1460 East \* Salt Lake City, UT 84112 \* 801-581-6186 \* student@ensign.edu

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## EDUCATION

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Ensign College

Specialized Certificate, Medical Assistant

## RELATED COURSE WORK

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Business Law

Community Health Issues

Accounting Fundamentals Health

Politics and Budgets

Health Services Administration

Epidemiology

Environmental Health

Management of Nonprofit Organizations

Marketing Vision

Bioethics

## RELEVANT EXPERIENCE

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**HEAL Utah (Healthy Environment Alliance of Utah)**

**Location**

**Volunteer Coordinator, Intern**

**Month 20xx**

- Created tri-fold pamphlet on air quality and the impact that inversions and other factors leading to poor air quality will have on Salt Lake City's economic development.
- Recruited students from the University of Utah to promote awareness of the interconnectedness of air pollution and economic growth through tabling, speaking to groups and distributing information.
- Lobbied, along with 40 other volunteers, select legislative members of the Economic Development Task Force to better fund the Division of Air Quality.
- Assisted with HEAL Utah events, including press conferences, regulatory hearings and monthly HEAL Community educational nights.

**ARUP Laboratories**

**Location**

**Lead Trainer, Processing Technician**

**Month 20xx**

- Coordinate daily operations of 4-person specimen processing training group
- Conduct all hiring interviews, performance evaluations, scheduling varied shifts
- Ensure all procedures done according to section protocol and on deadline
- Proficient in use of centrifuges, balance, pipettes, electrophoresis equipment
- Prepared blood specimens for laboratory testing – triage, data entry, delivery

**Kearns High School, Granite School District**

**Location**

**Volunteer Assistant Wrestling Coach**

**Month 20xx**

- Coached 5 boys in lowest weight classes, organized and ran daily practices

## SKILLS

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- CPR/AED First Aide Certified
- Medical, health care business terminology, HIPAA
- Working knowledge of conversational Spanish; v competent from diverse high school, workplace, and community experiences

# First name Last name

218.444.1235 | your\_name@gmail.com | linkedin/in/youURL

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## EDUCATION

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### Associate of Medical Assistant

Jul 2023

*Ensign College*

*Salt Lake City, UT*

- GPA: 3.85
- Association of Critical Care Nurses Member
  - Recipient of the Continuing Professional Development Scholarship

## CERTIFICATIONS

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- CPR certified | American Safety & Health Institute | Exp: Jan 2022
- Basic Life Support certified | American Heart Association | Exp: Jan 2022

## CLINICAL EXPERIENCE

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### Student Nurse

423 hours

*Saint Joseph Hospital | Emergency Room and Intensive Care Unit*

*Pawnee, ID*

- Collaborated successfully with 10 nurses and 4 physicians to provide order in high-stress situations
- Trained and managed 3 student nurses on hospital policies and procedures, to ensure smooth procedures and operations

### Student Nurse

340 hours

*Madison Memorial Hospital, Family Maternity Center*

*Rexburg, ID*

- Facilitated calm and reassurance in patients and family members by explaining procedures clearly
- Provided logistical assistance to practitioners and emotional support to patients during multiple C-sections and other emergency births

### Student Nurse

290 hours

*Eastern Idaho Regional Medical Center, Post Anesthesia Recovery Unite*

*Idaho Falls, ID*

- Monitored surgical sites and vital sign changes for up to 10 patients at a time
- Adhered to detailed surgeon instructions with exactness to ensure prevent complications after surgery and ensure timely healing

## OTHER RELEVANT EXPERIENCE

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### Medical Volunteer

200 hours

*American Heart Association*

*Sacramento, CA*

- Performed blood pressure screenings and created health plan for each participant
- Coordinated logistics of 20+ volunteers to enable smooth daily and weekly operations

### Lifeguard and Swim Instructor

Mar 2012 – Jan 2015

*Pawnee School District*

*Pawnee, ID*

- Formulated new methods to engage participants, aging from 2-25 years, to improve and progress to higher swimming levels

# Name Last Name

## RESUME

Recent graduate in paralegal studies with 4+ years of experience in conducting interviews and legal research. Seeking to bring work experiences and academic training into an entry-level paralegal position at a mid-sized law firm. An organized, dedicated worker looking to work closely with partners.

## EXPERIENCE

### PARALEGAL INTERN

*Wachester Law Firm, Houston, TX / September 2016 - Present*

- Assisted three senior paralegals with the research and gathering of legal documents in preparation for trials
- Maintained database and files, answered phones, received messages, and performed other office administrative tasks
- Supported the preparation of documents for criminal and civil trials by scheduling and conducting interviews with clients, witnesses, and other lawyers
- Created and maintained a paper and electronic litigation database

### LEGAL SECRETARY

*MGA Offices, Houston, TX / June 2014 – August 2016*

- Used Microsoft Office Suite software to prepare legal documents and present evidence in spreadsheets for attorney review
- Arranged travel plans for senior management, answered phones and emails
- Scanned, organized, and filed exhibits, briefs, and legal documents into the firm's paper and electronic database
- Coordinated conferences and meetings, and scheduled and updated appointments on the firm's monthly calendar
- Participated in company-wide training seminars to improve skills
- Attended two annual in-house training to understand office work flow

✉ youremail@gmail.com

☎ 895 555 555

📍 4397 Aaron Smith Drive  
Harrisburg, PA 17101

in [linkedin.com/in/yourprofile](#)

## SKILLS

Microsoft Office Suite

LexisNexis

Scheduling Software

90 WPM Typing Speed

Critical Thinking

Handling Pressure

Leadership

Problem Solving

Adaptability

## EDUCATION

### B.S. PARALEGAL STUDIES

Southern Community  
College / 2014

### A.A. PARALEGAL STUDIES

Southern Community  
College / 2012

### CERTIFIED REGISTERED PARALEGAL

National Federation of  
Paralegal Associations

# Your Name

201 South 1460 East Salt Lake City, UT 84112  
firstname.lastname@email.com | 801-581-6186

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## SUMMARY OF QUALIFICATIONS

- Experience in international research for local and multinational firms regarding commerce regulation, import and export logistics, and legal compliance.
- Emphasis in foreign relations and the intersection of local, national and international policies on the global political landscape.
- Language Skills: Fluent in German, conversational in Dutch

## EDUCATION

*Associate of Applied Science Paralegal, Ensign College Studies Month 20xx*

- Emphasis: Foreign Relations & Security
- GPA: 3.7, Dean's List

*Study Abroad*

Christian-Albrechts-Universität zu Kiel

*Month 20xx - Month 20xx*

Kiel, Germany

### **Relevant Course Work:**

Justice & International Affairs  
International Human Rights

Political Geography  
Globalization & World Politics

European Politics  
Terrorism & Security

## EXPERIENCE

**International Trade Intern**, World Trade Center of Utah | Salt Lake City, Utah January 20xx – Present

- Assess the export and import-readiness of small enterprises in Utah to provide successful market-entry strategies for local and international clients.
- Research international trade procedures pertaining to global logistics, international marketing, trade compliance, legal concerns, and trade finance to inform client strategy.

**Foreign Affairs Intern**, European Parliament | Brussels, Belgium August 20xx – December 20xx

- Compiled weekly reports on U.S. politics focusing on trade and commerce and immigration policies to inform members of Parliament.
- Conducted research on the international goals and legislative priorities of the Progressive Alliance of Socialists and Democrats party to create policy briefs on international issues.
- Participated in conferences on global security, peace talks, and the MDGs.

**Manager, Barnes and Noble** | Salt Lake City, Utah Month 20xx – Month 20xx

- Streamlined organization of product database, improving operations and increasing efficiency.
- Trained, scheduled, and supervised 10 staff members, personally investing in their individual progress.
- Created a team environment, boosting employee morale, and increasing customer satisfaction scores.

**Lead Intern**, Salt Lake Peer Court | Salt Lake City, Utah Month 20xx – Month 20xx

- Facilitated peer-administered alternative to juvenile court system for youth who commit minor offenses
- Coached 5 interns in developing individualized behavior plans

## LEADERSHIP EXPERIENCE

**Campaign Volunteer**, Campaign for Senate | City, State March 20xx – November 20xx

- Coordinated Get Out the Vote (GOTV) efforts for the Sugarhouse neighborhood, with a 8% increase in voter turnout and 15% increase in awareness of candidate.
- Supervised 5 volunteers' efforts to promote candidate, including phone banks, house parties and canvassing trips.

**Board Member**, Department Student Advisory Committee | City, State Month 20xx – Month 20xx

- Directed and planned programming featuring campus staff and faculty on topics such as careers in international studies, learning abroad and finding your emphasis.

## Student Name

201 South 1460 East Salt Lake City, UT 84112  
firstname.lastname@email.com | 801-581-6186

### SUMMARY OF QUALIFICATIONS

- Experience in international research for local and multinational firms regarding commerce regulation, import and export logistics, and legal compliance.
- Emphasis in foreign relations and the intersection of local, national and international policies on the global political landscape.
- Language Skills: Fluent in German, conversational in Dutch

### EDUCATION

*Bachelor of Arts in International Studies*

University of Utah

Emphasis: Foreign Relations & Security

GPA: 3.7, Dean's List

*Month 20xx*

Salt Lake City, Utah

*Study Abroad*

Christian-Albrechts-Universität zu Kiel

*Month 20xx - Month 20xx*

Kiel, Germany

### **Relevant Course Work:**

Justice & International Affairs

International Human Rights

Political Geography

Globalization & World Politics

European Politics

Terrorism & Security

### EXPERIENCE

*International Trade Intern*

World Trade Center of Utah

*January 20xx – Present*

Salt Lake City, Utah

- Assess the export and import-readiness of small enterprises in Utah to provide successful market-entry strategies for local and international clients.
- Research international trade procedures pertaining to global logistics, international marketing, trade compliance, legal concerns, and trade finance to inform client strategy.

*Foreign Affairs Intern*

European Parliament

*August 20xx – December 20xx*

Brussels, Belgium

- Compiled weekly reports on U.S. politics focusing on trade and commerce and immigration policies to inform members of Parliament.
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### LEADERSHIP EXPERIENCE

*Campaign Volunteer*

Campaign for Senate

*March 20xx – November 20xx*

City, State

- Coordinated Get Out the Vote (GOTV) efforts for the Sugarhouse neighborhood, with a 8% increase in voter turnout and 15% increase in awareness of candidate.
- Supervised 5 volunteers' efforts to promote candidate, including phone banks, house parties and canvassing trips.

*Board Member*

Department Student Advisory Committee

*Month 20xx – Month 20xx*

City, State

- Directed and planned programming featuring campus staff and faculty on topics such as careers in international studies, learning abroad and finding your emphasis.

# First name Last name

333-456-5555 | your\_name@gmail.com | linkedin.com/in/yourURL

## Education

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### Ensign College

Associate of Computer Information Technology

Dec 2019

Salt Lake City,  
UT

- GPA – 3.7
- Data Science Group Lead | Data Science Society

## Tools

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### Advanced:

- CSS, HTML, C++
- JavaScript
- Microsoft Office

### Competent:

- R, Python
- SQL
- Tableau & Tableau Public

## Experiential Learning Projects

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### Data Science Society | BYU-Idaho

*Student Data Analyst*

Jan – Mar 2018

Rexburg, ID

- Analyzed and cleaned 9,000 lines of movie revenue data to identify trends in movie ticket sales for NBCUniversal
- Collaborated with diverse team to transform raw data into predictive model for movie ticket sales based on time of release, economic conditions, and weather patterns
- Presented model to company stake holders using Tableau and Tableau Public

### Data Science Society | BYU-Idaho

*Group Lead*

Aug 2017 – May 2018

Rexburg, ID

- Saved Fortune 500 company \$300K up-front and \$60K annually by applying machine learning algorithm to predict online customer's purchasing propensity, which is now used in real-time
- Evaluated text of 3,600+ job descriptions and used supervised and unsupervised natural language processing tactics to recommend diverse applicant boosting words for Fortune 500 computer memory solutions company
- Pre-processed and analyzed data sets from selected Utah businesses and instructed team members on ETL, data mining, and visualization by creating tutorials that are now used in four classes

## Work Experience

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### Utah Small Business Development Center

Business Analyst

Jan 2018 – Present

Rexburg, ID

- Increased small business sales by building automated marketing campaigns using Facebook, Google AdWords, and automated emailing applications
- Tracked advertising conversions and costs to ensure campaigns generated positive ROI
- Partnered with local tech company to build and administer nationwide phone survey of 40 cities to understand and improve short-term rental compliance software

### Jackson Lumber

IT Administrative Assistant

Jun 2016 – Dec 2017

Salt Lake City, UT

- Enhanced trouble-shooting and communication abilities while providing timely phone and live chat technical support to dozens of campus students, staff, and faculty each week
- Trained and supervised daily workloads of 5 other student technical support assistants
- Created new student employee online orientation and ongoing training courses in Canvas, which led to a 35% decrease in call times and a 40% increase in positive customer ratings