

## NAME

1111 Green Street, Brooklyn, NY 11365 ▪ 212.123.5555 ▪ Jsmith@email.com

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### EDUCATION

**City University of New York, name of College - Staten Island, NY** **Expected May 2000**

Bachelor of Arts in Economics

GPA: 3.8 (only if higher than 3.5)

Can put Honors and Awards here or below in separate section

**Name of High School - City, NY (High School is optional)** **June 2000**

GPA: 3.8 (only if higher than 3.5)

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### EXPERIENCE

**Name of Company - New York, NY** **January 2007 - Present**

*Job Title*

- ACCOMPLISHMENTS (if working, be careful with past/present tense in this section)
- Use action verbs ....Establish
- Oversee
- Implement
- Facilitate

**Name of Company - New York, NY** **February 2003 - December 2007**

*Job Title*

- ACCOMPLISHMENTS...(from this section on, use past tense)
- Use action verbs ....Maintained
- Developed
- Identified

**Name of Company - New York, NY** **July 2000 - January 2003**

*Job Title*

- ACCOMPLISHMENTS...
  - Use action verbs ....Monitored
  - Coordinated
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### LEADERSHIP AND COMMUNITY SERVICE ACTIVITIES

**Name of Club, School** **January 2007 - Present**

*Title or Role*

- ACCOMPLISHMENTS
  - Use action verbs ....Establish
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### HONORS AND AWARDS

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### SKILLS

Computer Skills: Microsoft Word, Outlook, Excel, etc

Languages: