**FirstName Initial (or Second Name) LastName**

Street Address **∙** City, ST ZIP **∙** (XXX) XXX-XXXX **∙** [netid@nd.edu](mailto:netid@nd.edu) **∙** LinkedIn URL

**EDUCATION**

**University of Notre Dame** Notre Dame, IN

Degree in Field or Program Graduation Month & Year

GPA (optional)

Capstone Thesis Project: Title (optional)

* Developing a commercial plan for….

**Previous Institution(s)** City, ST (or Country if non-US)

Degree in Major or Concentration Graduation Month & Year

GPA/Academic Honors (“*summa cum laude”*)

**PROFESSIONAL EXPERIENCE**

**Most Recent Employer Company Name** City, ST (or Country if non-US)

Title, Department Starting-Ending Dates (Month year – Month year)

* Accomplishments and accountabilities in following formula:
* *action verb + accomplishment/accountability + results (example below)*
* Designed and managed implementation of 2,000 PC WAN across five regional offices, streamlining division’s communications and knowledge sharing
* Highlight specific skills, qualities, and attributes demonstrated
* (maximum of five bullet points)

**Previous Employer Company Name** City, ST (or Country if non-US)

Title, Department Month year – Month year

* Accomplishments and accountabilities in following formula:
* *action verb + accomplishment/accountability + results (example below)*
* Developed new brand strategy and re-launched product gaining additional 15% market share in frozen foods category
* (maximum of five bullet points)

**LEADERSHIP & SERVICE**

**Organization Name** Notre Dame, IN

Role Month year – Month year

* *action verb + accomplishment/accountability + results (example below)*
* Coordinated the world’s largest outdoor five on five basketball tournament which raised over $10,000 to alleviate poverty in Jamaica through basketball clinics specializing in youth empowerment

**Organization Name** City, ST

Role Month year – Month year

* *action verb + accomplishment/accountability + results*

**SKILLS & INTERESTS** *(As Applicable…)*

**Computer Skills:** Proficient in C/C++, Java, R, SQL, UNIX, Oracle 8i, Python, Matlab *(consider adding hours or years of experience)*

**Languages:** Fluent in Japanese and German *(no need to list English; it’s assumed)*

**Honors & Awards:** 2017 National Center for Information Technology Aspiring Leader Award

**Interests:** Healthcare Technology, Renewable Energy, Startups, World Cup Soccer, Traveling, and Cooking