Your Name

(516) 463-0000 – [youremail@pride.hofstra.edu](mailto:youremail@pride.hofstra.edu)

123 Hofstra Street, Hempstead, New York 11549

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| Education |  | **Hofstra University**: Hempstead, NY, Anticipated graduation May, 2016  Bachelor of Arts, Major, Minor  Overall GPA: 3.1 Major GPA: 3.5  Put notes here regarding dean’s list or awards |
| RELEVANTExperience |  | Job or internship 1: Company Name (Hempstead, NY), 2014 – present   * Begin each bullet with a skills-based action verb * Be sure to quantify your accomplishments, not just describe tasks and responsibilities * More details * More details * More details   Job or internship 2: Company Name (Hempstead, NY), 2014 – present   * Begin each bullet with a skills-based action verb * Be sure to quantify your accomplishments, not just describe tasks and responsibilities * More details * More details * More details   Job or internship 3: Company Name (Hempstead, NY), 2014 – present   * Begin each bullet with a skills-based action verb * Be sure to quantify your accomplishments, not just describe tasks and responsibilities * More details * More details |
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| ACTIVITIES AND VOLUNTEERING |  | **COOL PROJECT 1**: Some Great Organization, 2013   * Begin each bullet with a skills-based action verb * Be sure to quantify your accomplishments, not just describe tasks and responsibilities * More details   **COOL PROJECT 2**: Some Great Organization, 2013   * Begin each bullet with a skills-based action verb * Be sure to quantify your accomplishments, not just describe tasks and responsibilities   **COOL PROJECT 3**: Some Great Organization, 2013   * Begin each bullet with a skills-based action verb * Be sure to quantify your accomplishments, not just describe tasks and responsibilities   **COOL PROJECT 4**: Some Great Organization, 2013   * Begin each bullet with a skills-based action verb * Be sure to quantify your accomplishments, not just describe tasks and responsibilities |
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| Skills |  | Language, technology or other appropriate skills |
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