***Click File > Make a copy.*** *Once you’ve filled out the template, check to see how well it matches the job description on* [*Jobscan*](https://www.jobscan.co/?utm_medium=referral&utm_source=resume-templates&utm_campaign=ats-templates&utm_content=internal-link)*. (Don’t forget to delete this when using)*

## **Sara Drayer**

City, State Zip

(713) 555-1234

saradrayer@email.com

linkedin.com/in/your-name-here

## **Education**

Degree, Graduation Year, GPA 3.8/4.0

College Name, Location

### **Relevant Courses**

* List courses that are directly relevant to the job for which you’re applying.
* Use course titles rather than course numbers.
* Include details of the coursework or special projects that prove you have experience in your target industry.

### **Honors and Achievements**

* Include things like being on the Dean’s List (Semesters, Years)
* High placements in competitions (especially if it’s relevant to the job)
* And other distinctions

### **Societies and Extracurriculars**

* List your most relevant fraternities/sororities, clubs, teams, etc.
* Include your role within the organization. Always try to tie any information back to the job.

## **Work Experience**

**Company 2**, Location

*Job Title* (MM/YYYY)-(MM/YYYY)

It’s OK that you don’t have much work experience as a recent grad. Having industry-relevant internships will help, but any professional experience will be helpful.

**Company 1**, Location

*Job Title* (MM/YYYY)-(MM/YYYY)

Whether you worked your way through school as a bartender, in retail, or doing manual labor, there will be some transferable skills for the job or industry. Try to include results, like money or time saved or improvements made.