**FirstName Last Name**

123 Casandra Lane

City, VA 22222

Mobile: 123-456-7890

Email: [getmyjob@gmail.com](mailto:getmyjob@gmail.com)

**Objective:** Seeking a full-time title position with a public or private sector entity or company.

**Education:**

**Bachelor of Science (BS)/Business Management with Human Resources concentration**

The Best University (TBU), City, State

Accredited by the Southern Association of Colleges and Schools Commission on Colleges

GPA: 3.4

Graduation Date: 05/11/2022

**Professional Profile:**

* Excellent interpersonal skills
* Reliable and trustworthy
* Effective verbal and written communication skills
* Ability to work as part of a team and interact effectively with others
* Computer proficient in MS Office including Word, Excel, and PowerPoint

**Employment History:**

**Financial Management Intern (Part-time - 24 hours per week)**

**Bank of Casandra**

**123 Finance Lane**

**Washington, DC 20095**

06/2021 - Present

* Develop financial management reports for senior management
* Implement financial projects

**Job Title (Full-time - 40 hours per week)**

**Company Name**

**Street Address**

**City, State Zip**

MM/YYYY – MM/YYYY

* Trained 100 staff members on the new XX system
* Job responsibility 2
* Job responsibility 3

**Job Title (Full-time - 40 hours per week)**

**Company Name**

**Street Address**

**City, State Zip**

MM/YYYY – MM/YYYY

* Job responsibility 1
* Job responsibility 2
* Job responsibility 3

**Training/Certifications:**

* Training Course or Certification, Organization Name, Month/Year
* Grants Management, Management Concepts, 06/2018
* Project Management Professional Certification, Project Management Institute, 09/2020

**Memberships:**

* Organization Name, Role, City, State, Month/Year - Month/Year
* Future Business Leaders of America (FBLA), Member, Woodbridge, VQ, 09/2016 - 06/2018

**Community Service:**

* Community Service Name, Role, City, State, Month/Year - Month/Year
* Kappa Alpha Psi Guide Right Program, Volunteer, Woodbridge, VA, 09/2012 – 05/2014

**Honors/Awards:**

* Honor or Award Name, Entity Awarded, City, State, Month/Year
* Employee of the Month, Job USA, Washington, DC, 06/2022

**References Provided Upon Request**