***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)*

## **Julio Rivera**

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When you don’t have much work experience as a recent grad, a strong summary statement can help add valuable context to your application. Use this statement to communicate the career track you’re pursuing, any specialties from your education or personal projects, and how you will contribute.

## **Education**

Degree, Graduation Year, GPA 3.8/4.0

College Name, Location

* List course titles (not numbers) that are directly relevant to the job.
* Include details of the coursework or special projects that prove you have experience in your target industry.
* Include academic accomplishments like being on the Dean’s List (Semesters, Years)
* List your most relevant fraternities/sororities, clubs, teams, etc.
* Include your role within the organizations. Tie information back to the job.

## **Relevant [Industry] Experience**

**Company 2**, Location

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

If you have industry-specific internships or work experience right out of college, consider separating it into its own section. Some applicant tracking systems might have trouble parsing this, but it will help recruiters home in on your most relevant experience.

**Company 1**, Location

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

Take extra care to tailor these sections to the job with resume keywords, hard skills, and relevant accomplishments.

## **Additional Work Experience**

**Company**, Location

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

If you have work experience that is completely unrelated to your new field post-grad, list it briefly here. Share transferable skills but don’t feel the need to go into great detail.