**YOUR NAME**

City, ST | your.email@students.westerntc.edu | (555) 555-5555

**PROFESSIONAL PROFILE**

1-2 brief sentences summarizing who you are and 2-3 of your top qualifications for the position. (Example: Detail-oriented Web and Software Developer who excels in \_\_\_\_\_\_\_, \_\_\_\_\_\_\_, and \_\_\_\_\_\_.)

**EDUCATION**

**Program Name, Associate Degree/Technical Diploma/Certificate/Other**

Western Technical College, La Crosse, WI Expected Graduation: Month Year

* Include here any achievements from your program (GPA if over 3.0, President’s List, etc.)
* List most recent degree first. High school information does not need to be listed.

*Related Coursework:*

* Can Include…
* Relevant Courses
* Skills/Concepts Learned
* Achievements/Projects

**TECHNICAL & ESSENTIAL SKILLS**

* Spotlight relevant technologies/system knowledge (i.e., JavaScript, HTML, C#, Java, SQL, GitHub)
* Don’t just list skills you have—describe how you’ve used them, add details, facts, numbers, etc.
* Focus on skills that the employer is looking for and use key words from the job description
* Begin bullet points with a strong action verb, and consider listing accomplishments
* Include “essential skills” (communication, organization, leadership, teamwork, etc.)

**RELATED WORK EXPERIENCE**

**Internship/Job Title**, Company Name, City, ST Month 20XX-Present

* In this section, list your jobs in reverse chronological order
* Be sure to specify equipment knowledge, hardware/software skills, and customer support experience that is relevant to the job you’re applying for
* Use details and numbers, if possible, to quantify your experience

**Student-Run Help Desk**, Western Technical College, La Crosse, WI Month 20XX-Present

* Spotlight experience by adding types of devices, software, and public/student training topics
* In the “Related Work Experience” section, include work relevant to the job you’re applying for
* For jobs not related to your field, list them in “Other Work History” without bullet points

**OTHER WORK HISTORY**

**Job Title**, Company Name, City, ST Month 20XX-Month 20XX

**Job Title**, Company Name, City, ST Month 20XX-Month 20XX

**COMMUNITY INVOLVEMENT**

**Role**, Organization Name, City, ST Month 20XX-Month 20XX

*\*(Some categories are optional or can be changed to fit the relevant information you want to highlight.)*

*\*(We strongly recommend a one-page resume unless you have lots of relevant experience in your field.)*