

FIRST NAME LAST NAME

Email | Phone | City, State | LinkedIn URL

EDUCATION

The University of Tampa

City, State

Full Degree Title (e.g. Bachelor of Arts in Psychology)

Graduation Date

Minor/Concentration:

GPA if 3.0 or above

Selected Coursework: List relevant courses to your major or courses from your minor (200-level and above).

Honors/Awards:

RELEVANT EXPERIENCE (*unpaid or paid experience directly related to job/internship applying for: class projects/internships/labs*)

Project/Internship/Job Title (*begin with most recent*)

Month/Year-Month/Year

Organization Name

City, State

- Action Verb + Who/What + Results/Why/How
- Begin with past-tense action verb(s) to describe tasks or accomplishments.
- **Demonstrated excellent interpersonal abilities by interacting with a diverse range of customers daily.**

LEADERSHIP EXPERIENCE (optional)

Title (*begin with most recent*)

Month/Year - Month/Year

Organization Name

City, State

- Action Verb + Who/What + Results/Why/How
- Begin past-tense with action verb(s) to describe tasks, accomplishments.
- **Supported club meetings weekly by discussing meeting minutes, taking attendance, and sending out minutes to the list of attendees.**

ADDITIONAL EXPERIENCE (*not directly relevant to what you are applying for*)

Job/Internship Title (*begin with most recent*)

Month/Year - Month/Year

Organization Name

City, State

- Action Verb + Who/What + Results/Why/How
- Begin past-tense with action verb(s) to describe tasks, accomplishments.

AFFILIATIONS (optional)

Organization Name, City, State

Month/Year - Month/Year

American Marketing Association, Tampa, FL

07/2025 - Present

SKILLS AND CERTIFICATIONS

SKILLS: Hard Skills Included Here (e.g. **Microsoft Office, Microsoft Excel, QuickBooks, etc.**)

CERTIFICATIONS: Licenses, certifications, or skillshops (e.g. **Microsoft Office Specialist: PowerPoint Certification, etc.**)

EXPLORE

EXPERIENCE

ACHIEVE

The Pillars of [Spartan Ready](#)® equip students with life, career, and digital skills that drive success in academics, the workplace, and beyond.

The University of Tampa | Office of Career Services | SFB 117 | Hireut@ut.edu | 813-253-6236 | ut.edu/career