***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)*

## **Rachel Gould**

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## **Skills**

Skill 1 | Skill 2 | Skill 3 | Skill 4 | Skill 5 … List relevant skills and resume keywords earned

through education and other experiences to help summarize your qualifications.

## **Education**

**Degree**, Graduation Year, GPA 3.7/4.0

College Name, Location

* Consider listing course titles (not numbers), details of coursework and special projects, or academic accomplishments that show you’re ready to excel in your new industry.
* You can also list organizations, clubs, teams etc. that show off additional interpersonal and leadership skills.

## **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..

## **Volunteer Experience**

**Organization**, Location

*Title/Role*, MM/YYYY-MM/YYYY

Volunteer experience is a great way to strengthen your resume, especially when you’re just starting out.