

JASMINE TALA

Title of Job You're Looking For

 jasmine@college.harvard.edu
 (123) 456-7890
 Cambridge, MA
 [LinkedIn](#)

SKILLS

Leadership
Communication
Problem-solving
Time Management
Analytical Thinking
Microsoft Office (Word, Excel)
Conflict Resolution
Team-oriented
Hardworking

INTERESTS

Reading biographies
Listening to classical music
Scenic driving
Hiking

LANGUAGES

English (100%)
Spanish (85%)
German (75%)

EDUCATION

Harvard University

Name of Degree

 September 2019 - April 2023
 Cambridge, MA

Study Abroad

Name of Coursework

 September 2021 - December 2021
 Oxford University, UK

Name of High School

City, State

GPA

 September 2015 - April 2019
 Cambridge, MA

WORK EXPERIENCE

Company, Location — Job Title

MONTH 20XX - PRESENT

- Focus on your contributions, not your responsibilities. For example, "Grew digital marketing ROI by 14%" is much better than saying, "Led digital marketing efforts."
- Start your description bullet points with active verbs rather than personal pronouns.

Company, Location — Job Title

MONTH 20XX - PRESENT

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- Start your description bullet points with active verbs rather than personal pronouns.

LEADERSHIP & ACTIVITIES

Company, Location — Job Title

MONTH 20XX - PRESENT

- Format this section as you would for your work experience section.
- You can move this section to your work experience section if relevant.

Company, Location — Job Title

MONTH 20XX - PRESENT

- Focus on your contributions, not your responsibilities. For example, "Grew digital marketing ROI by 14%" is much better than saying, "Led digital marketing efforts."
- Start your description bullet points with active verbs rather than personal pronouns.

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