|  |  |
| --- | --- |
| *Full Name*  *Street Address, City, State, Zip Code*  Email: [*emailaddress@email.com*](mailto:emailaddress@email.com)  Skype: *user.name*  Phone: *phone.number*  Date of Birth: *DD/MM/YYYY*  Gender:  Nationality: | InsertPhotoHere-Graphic |

|  |  |
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| **DESIRED INTERNSHIP/PROFESSIONAL FIELD** | |
| *Example: Internship in Marketing, Internship in Business Development* | |
| **EDUCATION** | |
| **Name of University**  *Type of Degree*  Current Academic Year:*1st, 2nd, 3rd, 4th*  Expected Graduation Date: *MM/YYYY*  Relevant Course Work: *Example Course A, Example Course B*  Awards and Certificates Received: | Location:  Dates: MM/YYYY – MM/YYYY |
| **WORK EXPERIENCE** | |
| **Name of Employer A**  *Title of Position*   * Prepared… * Administered … * Created… | Location:  Dates: MM/YYYY – MM/YYYY |
| **Name of Employer B**  *Title of Position*   * Coordinated… * Organized … | Location:  Dates: MM/YYYY – MM/YYYY |
| **Name of Employer C**  *Title of Position*   * Maintained…. * Conducted… | Location:  Dates: MM/YYYY – MM/YYYY |
| **ADDITIONAL INFORMATION AND ACTIVITIES** | |
| *Examples:*  *Unique activities/interests/clubs*  *Language Skills*  *Social Skills*  *Organizational Skills*  *Computer Skills* |  |