**RESUME TEMPLATE #2 – NO WORK EXPERIENCE**

**First Name Last Name**

Phone · Email · City, State

LinkedIn (optional)

**Education**

School Name, City, State

Degree and Major Anticipated Graduation XX/20XX

HighSchool Name, City, State

Diploma Graduated XX/20XX

**Relevant Coursework/Projects**

Course Name(s)

* Action Verb (describe skills attained through coursework)
* Action Verb (no more than 3-5 bullets)

Projects Name(s)

* Action Verb (describe skills attained through project)
* Action Verb (no more than 3-5 bullets)

**Activities and Leadership**

Organization Name, Start Date XX/20XX – End Date XX/20XX

Position Title

* Action Verb (describe responsibilities and accomplishments)
* Action Verb (no more than 3-5 bullets, unless it’s your only activity)
* Action Verb (present activity, present tense; past activity, past tense)

**Honors/Awards**

Organization Name, Honor, Date Received – XX/20XX

Organization Name, Award, Date Received – XX/20XX

**Skills**

Proficient in Computer Skills

Language Skills

Other