[COLLEGE GRADUATE FULL NAME]

RECENT GRADUATE | TARGET ENTRY-LEVEL POSITION / ANALYST

City, State ZIP | (555) 000-0000 | graduate@email.com | linkedin.com/in/graduate | github.com/graduate

CAREER OBJECTIVE & VALUE PROPOSITION

Highly motivated, detail-oriented [Major] graduate from [University Name] seeking the [Target Entry Role] position.

Equipped with strong foundational competencies in _____, practical capstone project experience, and modern tools.

Eager to apply analytical rigor, fast-learning adaptability, and disciplined team collaboration to exceed organizational performance metrics.

EDUCATION & ACADEMIC ACHIEVEMENTS

Bachelor of Science / Arts in [Your Major Field] Graduation: Month 20____

[University Name] - City, State **Cumulative GPA: 3.____ / 4.0 (Dean's Honor List)**

Relevant Coursework: Course 101, Advanced Course 202, Applied Research 303, Data Analytics 404, Capstone Seminar 490

ACADEMIC CAPSTONE & HANDS-ON PROJECT PORTFOLIO

Senior Capstone Project: [Project Title / Industry Problem] *Lead Researcher / Project Manager | Duration: 4 Months*

- Conducted comprehensive study on _____, analyzing [X] data points using [Tool / Language].
- Designed and presented viable solution prototype to faculty board, earning top [X]% honors grade in graduating cohort.
- Published project documentation and open-source repo with [X] test cases and detailed architectural README.

Collaborative Team Project: [Competition / Hackathon Title] *Team Lead (4 Members) | Award: 1st Place / Finalist*

- Coordinated agile development sprint across 4 team members, delivering fully working MVP within a 48-hour deadline.
- Integrated frontend UI with backend API endpoints, successfully handling mock load tests of [X] concurrent requests.

INTERNSHIPS & CAMPUS LEADERSHIP EXPERIENCE

Summer Intern / Trainee *INTERNSHIP COMPANY NAME - City, State (Summer 20____)*

- Assisted department analysts with data entry, weekly client report preparation, and workflow documentation.
- Audited [X] customer records, identifying and resolving [X] discrepancy errors prior to quarterly executive audit.
- Commended by supervising manager for exceptional initiative, fast learning curve, and professional presentation delivery.

Peer Tutor / Campus Student Organization Lead *UNIVERSITY STUDENT SERVICES - City, State (20____ - 20____)*

- Tutored 30+ undergraduate students weekly in core department concepts, resulting in average letter-grade improvement of +1.5.
- Organized annual campus symposium hosting 200+ attendees and 8 industry keynote speakers.

TECHNICAL SKILLS, PLATFORMS & CERTIFICATIONS

Software & Tools:	Excel (VLOOKUP, Pivot Tables), Google Suite, SQL Basics, Python / R, Figma, Project Management Tools
Professional Certifications:	Google Data Analytics Certificate | HubSpot Inbound Certification | Bloomberg Market Concepts (BMC)
Soft Skills & Attributes:	Critical Thinking, Public Speaking, Fast Learner, Written Communication, Time Management, Team Collaboration

CAMPUS-TO-CAREER RESUME CHECKLIST:

[ ] Tailor coursework and project bullet points to match the exact requirements of each job posting

[ ] Keep resume strictly to exactly ONE page - new graduates should never exceed single-page format

[ ] Use strong action verbs (Initiated, Analyzed, Collaborated, Spearheaded) instead of passive duties ('Responsible for')

[ ] Include links to live capstone code repositories, online portfolio, or LinkedIn profile in the top header

[ ] Proofread thoroughly: Zero typos, zero spelling errors, consistent date formats, and verified contact numbers

[ ] Export as PDF titled 'FirstName_LastName_Resume.pdf' before uploading to applicant tracking portals

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