**ANDREA M. GOODSTUDENT**

Town of residency, ZIP code • professionalemail@gmail.com • (123) 456-7890

www.linkedin.com/in/customized-name-url

**SUMMARY**

Knowledgeable and thorough Information Technology technician with 3 years’ help desk experience and superior attention to detail; driven and self-motivated; confident leader and enthusiastic communicator; certified in Technology Systems support. Fluent in Spanish

**EDUCATION**

Western Connecticut State University, Danbury, CT Anticipated graduation: May 20xx

***Bachelor of (Arts/Science/Fine Arts) Degree in \_\_\_\_\_\_\_\_\_***; Minor(s) in \_\_\_\_\_\_

GPA: 3.5/4.0 (if 3.5 or above)

**EXPERIENCE**

Name of employer, Danbury, CT Month 20xx - Present

*Title of position*

* 3-5 relevant bullet points that reference experience and skills sought for the position to which you are applying AND Why/Your impact
* Past tense action verb + What function/skill you did/used + Why you did it/how it impacted the company
* Ex. Created a newsletter to better inform customers of products and services offered, yielding a sales increase of 10%

Employer #2, New Milford, CT June 2018 - August 2019

*Title of position*

* 3-5 relevant bullet points that reference experience and skills sought for the position to which you are applying AND Why/Your impact
* Past tense action verb + What function/skill you did/used + Why you did it/how it impacted the company
* Ex. Assessed client needs during intake to determine relevant resources and expedite referral process for counselors

Employer #3, Town, State September 2017 - May 2018

*Title of position*

* 3-5 relevant bullet points that reference experience and skills sought for the position to which you are applying AND Why/Your impact
* Past tense action verb + What function/skill you did/used + Why you did it/how it impacted the company

**TECHNICAL SKILLS**

Excellent proficiency in Microsoft Word, Powerpoint, Excel, Canva, WordPress; fluent in Spanish

**PROFESSIONAL ASSOCIATIONS AND ORGANIZATIONS**

WCSU Information Systems Society: As VP, coordinated four career events for members