**Name**

Street Address, City, State Zip | (xxx) xxx-xxxx | email

**EDUCATION**

**Bachelor of Science in Information Systems (**or **CIT)** Expected Graduation: Month Year

California State University, Northridge, CA

Overall GPA: x.xx | (can include CSUN GPA if higher) Major GPA: x.xx | Dean’s List: xx semesters

IS/IT Courses: “name of course”; “name of course”; “name of course”; “name of course”

**Associate of Arts/Science Degree (**or **General Education)** Month Year

College, City, ST

Honors (President’s Honor List, Dean’s List, other)

**TECHNICAL SKILLS**

(include the technical skills you have including education/training)

Operating Systems: Windows, Mac OS, Linux, UNIX

Programming: HTML, C++, Javascript, CSS

Networking / Security:

Applications: Microsoft Office (Word, Excel, Access, PowerPoint, Outlook)

Databases:

**IS / IT PROJECTS**

**Project Title** Month Year - Present (or Month Year - Month Year)

* Statement
* Statement

**EXPERIENCE**

**Current / Prior Company**, City, State Month Year - Present

**Title (xx hours/week)** (include hours if 20 hours/week or more)

* Experience / Accomplishment Statement (detailed descriptions; not a list of soft skills)
* Statement
* Statement

**Prior Company**, City, State Month Year - Month Year

**Title (xx hours/week)** (include hours if 20 hours/week or more) (Month Year - Month Year)

* Statement
* Statement
* Statement

**Previous Title with same co. (xx hours/week)** (if 20 hours/week or more) (Month Year - Month Year)

* Statement
* Statement

**PROFESSIONAL INVOLVEMENT | VOLUNTEER ACTIVITIES**

**Organization**, **Title** Month Year - Month Year or Present

* Statement
* Statement

**LANGUAGES | INTERESTS**

Fluent in English and other languages

Interests: (for Big 4 and Mid-Tier firms only)