**SARA DRAYER**

*City, State Zip - (713) 555-1234*

*saradrayer@email.com - linkedin.com/in/your-name-here*

**EDUCATION**

*Degree* / Graduation Year, GPA 3.8/4.0

College Name, Location

**RELEVANT COURSES**

* [List courses](https://www.jobscan.co/blog/resume-education-section/?utm_medium=referral&utm_source=resume-templates&utm_campaign=ats-templates&utm_content=internal-link) that are directly relevant to the job for which you’re applying.
* Use course titles rather than course numbers.
* Include details of the coursework or special projects that prove you have experience in your target industry.

**HONORS AND ACHIEVEMENTS**

* Include things like being on the Dean’s List (Semesters, Years)
* Mention high placements in competitions (especially if it’s relevant to the job)
* Add other distinctions

**SOCIETIES AND EXTRACURRICULARS**

* List your most relevant fraternities/sororities, clubs, teams, etc.
* Include your role within the organization. Always try to tie any information back to the job.

**WORK EXPERIENCE**

*Job Title* / Company 2, Location MM/YYYY - MM/YYYY

It’s OK that you don’t have much [work experience](https://www.jobscan.co/blog/entry-level-resume/?utm_medium=referral&utm_source=resume-templates&utm_campaign=ats-templates&utm_content=internal-link) as a recent grad. Having industry-relevant [internships](https://www.jobscan.co/blog/perfect-summer-internship-new-grad-opportunity/?utm_medium=referral&utm_source=resume-templates&utm_campaign=ats-templates&utm_content=internal-link) will help, but any professional experience will be helpful.

*Job Title* / Company 1, Location MM/YYYY - MM/YYYY

Whether you worked your way through school as a bartender, in retail, or doing manual labor, there will be some transferable skills for the job or industry. Try to include results, like money or time saved or improvements made.