

Name

Street Address, City, State, ZIP | Phone | Email | LinkedIn

EDUCATION

University

Most recent degree

Major:

GPA: (for bachelor's degree, only list if > 3.0)

City, State

graduation date

Community College or other University

Other degree

Major:

GPA: (for associate degree, only list if > 3.0)

City, State

graduation date

EXPERIENCE

Company Name

Position Title (Most recent or current)

- Use bullet points to highlight accomplishments you have in your job. Quantify as much as possible, eg.- Improved satisfaction by 20% among client partners through listening to their problems and introducing a structured approach to solving them.
- You should include at least 2-3 bullets per position, if possible.
- Vary the action verbs you use at the beginning of each bullet

City, State

Month Year –Present

Company Name

Previous Position Title

- Accomplishment
- Accomplishment
- Accomplishment

City, State

Month Year – Month Year

LEADERSHIP ACTIVITIES

Organization Name

Leadership Position

Use bullet points to highlight accomplishments in your leadership role.

- You should include at least 2- 3 bullet points.
- Highlight some outcomes/results; quantify, if possible.

City, State

Month Year – Month Year

OTHER

Honors:

Affiliations:

Languages:

Computer Skills:

Certifications: