First Name Last Name

(XXX) XXX-XXXX | [Email@gmail.com](mailto:Email@gmail.com)

Education

Name of University June 2010–May 2012Degree (e.g Bachelor of Science), Major: XXXXX GPA (GPA is optional.)

Minor: XXXXX

do not use bullet points in education section

Skills (or Competencies)

**Softw** Word, Excel, PowerPoint, Project, Smartsheets, SendGrid-email marketing, Asana-task management and Hubspot.  
Describe competencies either in a bulleted list or grouped into categories. Some combination of simple lists or list of skills with associated statements explaining the skills or where they were developed.

Professional Experience

**Organization Name** City, State

***Position Title*** Month year–Present

Brief role description (1-2 lines) Start with most recent position.

* Write your main highlighted accomplishments.
* Think about how your task/project helped the company do better and how you added value to the company.
* Follow the format “Performed X by doing Y resulting in Z”
* Start with strong action verbs and avoid using responsible, helped, researched, or assisted.

**Organization Name** City, State

***Position Title*** Month year–Present

Brief role description (1-2 lines) Start with most recent position.

* Try to highlight different skills
* Show overall benefit to the organization so that future employers know how you could add value to their organization
* You resume should demonstrate competencies: Critical thinking, leadership, teamwork, communication, career management etc.
* Don’t forget to include hard skills where relevant.

**Organization Name** City, State

***Position Title*** Month year–Present

Brief role description (1-2 lines) Start with most recent position.

* Here are some examples for you to think about.
* For working as a car valet. “Improved customer satisfaction by making managing customer vehicles and reducing customer wait time. Achieved 100% customer satisfaction and tips.”
* For working as a lifeguard: “Supervised over 100 kids during the summer achieving 0 incidents and 97% open rate for the local community pool, during business hours.”

Projects/Volunteer

**Institution Name or personal project** City, State

***Title***  Month year–Present

Brief description (1-2 lines).

* This might be activities related to a specific class or organization on campus or volunteer work experience.
* Try to show hard skills of projects you have worked.
* You should also focus on leadership, teamwork, and management skills here.

Activities/Interests

References