

# First Last Name

303-XXX-XXXX (best contact phone)

Professional Email

## PROFESSIONAL SUMMARY (CAREER PROFILE, OR SUMMARY OF QUALIFICATIONS)

Detail your experience and/or skills succinctly and persuasively in 2-3 sentences. Describe how you are qualified for the position to which you are applying.

## EDUCATION

Name of the degree/certificate

Name of institution, City, State

(Expected graduation date)

## RELEVANT COURSEWORK (OPTIONAL)

Communication

Business Communication

Creative Writing

Intro to Psychology

## EXPERIENCE (OR RELEVANT EXPERIENCE)

**Job Title (paid, volunteer, internship)**

Dates employed

Name of Organization, City, State

*[Create bullets phrases highlighting duties and responsibilities.]*

*Phrase format: Action Verb, answer what, how, for what purpose, in what way*

- Ex. Responded to customer inquiries in a professional and efficient manner

• \_\_\_\_\_

• \_\_\_\_\_

### Job Title

Dates employed

Name of Organization, City, State

• \_\_\_\_\_

• \_\_\_\_\_

• \_\_\_\_\_

### Job Title

Dates employed

Name of Organization, City, State

• \_\_\_\_\_

• \_\_\_\_\_

• \_\_\_\_\_

## SKILLS (Write down hard skills that you have. Here are some examples)

Microsoft Word

A++

Microsoft Excel

Typing (WPM)

Microsoft Power-Point

## ACHIEVEMENTS/AWARDS (optional)

Name of the award

Dates employed

Social Media Profile (LinkedIn, Twitter, etc.)