**Your Name in 20-24 Point Font, Bold**

Telephone • Professional Email Address • Link to LinkedIn Profile

**OBJECTIVE or PROFESSIONAL SUMMARY**

\_\_\_\_\_ (descriptive word(s) relevant to position) individual seeking \_\_\_\_\_ position with \_\_\_\_\_ (type of company) to provide/contribute \_\_\_\_\_\_ (position’s goals within the company).

**EDUCATION**

**Sam Houston State University** Huntsville, TX

*Bachelor of Arts (or Science) in \_\_\_\_\_\_\_ (major)*  Month/Year of Graduation

*Minor in \_\_\_\_\_\_\_ (optional)*

If Requested by employer - Overall GPA or Major GPA (Optional, only include if over 3.0)

**SKILLS/CERTIFICATIONS**

• List relevant computer/technical skills • List interpersonal skills

• List language skills • List leadership, communication skills

**EXPERIENCE** (List in reverse chronological order)

**Name of Business or Organization** City, State

*Position Title*  Month Year – Month Year

* Use 3-5 bulleted statements per job and begin each one with an action verb
* Put your strongest selling point first
* Focus on transferrable skills, not just job duties
* Provide as much detail about your responsibilities as possible

**Name of Business or Organization**  City, State

*Position Title*  Month Year – Month Year

* Quantify results whenever possible and use industry keywords/buzzwords
* If it happened in the past, make sure you use past tense
* Avoid repetition; try not to use the same words and/or phrases repeatedly

**HONORS & ACTIVITIES**

* Dean’s List: List Semester(s) and Year(s)
* Include any Scholarships, Year Awarded
* Professional Association, any Title?, Year(s)
* Student Organization, any Title?, Year(s)
* Volunteer Organization, any Title?, Year(s)