**Name**

City, State | Email Address | Phone Number

**Summary or Objective** (optional)

*This is where you can include a brief professional bio. You can find examples of Summary statements and Objective statements on the Career Services webpage within the Career Documents tab.*

**Education**

**Major name, Degree Type Anticipated Month, Year**

Institution Name

Honors: *here you could highlight any honors you received at the institution. If none, don’t include this category.*

*\*Generally, list the most recent degree first if you have more than one degree. Also, once you begin college, it is not necessary to keep your high school information listed in this section.*

**Work Experience**

**Position Title Month, Year- Present**

Company Name

* *Include at least 3 bullet points describing your duties while employed here. Try to keep a consistent number of bullet points for each job. Make sure you start each bullet point with an action verb. You can view the Action Verbs document on the Career Services webpage. Make sure the tense in your action verbs is correct (e.g. if you used to work somewhere, the action verb would say “managed” instead of “manage”)*

**Position Title Month, Year- Month, Year**

Company Name

* *…….*

**Volunteer Experience**

*If any, you can list it here in a similar format as the Work Experience section or just a couple of sentences instead of bullet points. This can also be a different heading or you can add an additional section under this one if you have more information to include.*

**Skills**

*Focus only on hard skills here- those such as second languages, computer skills, or certifications. Do not list soft skills here- things such as friendly, hard-working, or punctual.*