

## **Name**

City, State | Email Address | Phone Number

---

### **Summary (optional)**

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

### **Education**

**Degree Type, Major name**

**Anticipated Month, Year**

Institution Name

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

*\*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

- *Explain your duties/tasks, shouldn't be more than about 2 lines per bullet. Make sure you start each bullet point with an action verb. You can view an Action Verbs document on the Career Services page. Make sure the tense of your action verbs is correct (e.g. if you used to work somewhere, the action verb would be "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.*

**\*\*This is only meant to serve as an example template, feel free to adjust things. You can email [careerservices@ucc.edu](mailto:careerservices@ucc.edu) to request that your resume be reviewed.**