**Your Name in 14-20 Point Font, Bold**

Telephone • Professional Email Address • Link to LinkedIn Profile

**EDUCATION** (no high school info once you are a sophomore in college)

 **Sam Houston State University** Huntsville, TX

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

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

 Overall GPA or Major GPA (Optional – Only if 3.0 or higher)

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

 **Position Title**  City, State

  *Name of Business or Organization* 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

 **Position Title**  City, State

  *Name of Business or Organization* 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 over and over again

**SKILLS:**

* Language skills
* Technical skills
* Computer software programs

**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)