

# First Last Name

City, State Zip | professional\_email@address.com | 000-000-0000

## EDUCATION

---

### Missouri Baptist University

Bachelor of \_\_\_ in Major

Expected graduation – Month 20\_\_

- GPA (optional): List when 3.0 or higher
- Relevant Coursework (optional): list no more than three courses
- Capstone/relevant project (optional)

## EXPERIENCE

---

### Organization Name, City, State

Job Title

Month 20\_\_ – present

- Aim for at least three job duties per position
- Start each job duty with an action verb (present-tense for current jobs and past tense for older jobs)
- Describe your actions by answering the questions who, what, when, where, why, and how
- Add bullets for positions that are especially relevant

### Organization Name, City, State

Job Title

Month 20\_\_ – Month 20\_\_

- Included a result in job duties whenever applicable
- Struck a balance between details and generalities to create a job duty containing transferrable skills
- Highlighted any significant and unique accomplishments on the job

## LEADERSHIP/ACTIVITIES (optional)

---

### Club/Professional Organization/Activity Name

Leadership Title (if applicable)

Month 20\_\_ – present

- Format bullets in the leadership section like job duties
- Treat this section as another way to promote any important skills
- Ensure that each word throughout the resume serves a purpose

### Club/Organization/Activity Name

Leadership Title (if applicable)

Month 20\_\_ – Month 20\_\_

- Implemented fewer bullet points throughout this section if additional resume space was needed

## SKILLS (optional)

---

- Computer/software skills
- Skills and certifications unique to major/industry
- Language fluency

## HONORS/AWARDS (optional)

---

- Specific scholarships during college Date (if applicable)
- Classroom or campus awards during college Date (if applicable)
- Community recognition during college Date (if applicable)