**NAME**

Address, City, State Zip • Phone • Email address

Link to LinkedIn

## *(Ensure voicemail and email are professional. Only insert your LinkedIn Profile if it is professional and up to date)*

### Summary of Qualifications

*(List 3 to 5. These will change depending on the job you’re seeking. Use both transferable skills and relevant skills to desired position. Below are samples)*

* Leadership: 2 years in Student Government Association roles advocating for 1,500 students
* Communication: 2 years participation in Toast Masters, focusing on public speaking abilities
* Time Management: Maintain a GPA of 3.8 while balancing a full academic schedule and traveling as a collegiate athlete
* SKILL:

## EDUCATION

*(Omit High School experience. Only include community college if a degree was received.)*

**Bachelor of Science/Arts Degree in [insert major],** Emphasis: [insert emphasis]

Vanguard University, Costa Mesa, CA Expected Month Year

* GPA: 3.8 *(only list GPA if it is 3.5 or higher)*

*Relevant Courses: Course Title, Course Title, Couse Title, and Course Title (list 5 max)*

## AWARDS AND HONORS

* Academic Honors, e.g., Dean’s List, Honor Roll, Cum Laude Honors, Psi Chi, etc.
* Month Year
* Grants and/or Scholarships Month Year
* Any exams (CBEST, CSET, GRE, NCLEX, etc.) Month Year

**RELEVANT WORK EXPERIENCE**

*(Reverse Chronological Order –most recent first, oldest last) (Relevant paid or non-paid positions)*

**Job Title**

Name of Company or Organization, City, State Month Year-Month Year

* List 3-4 bulleted statements, noting accomplishments, transferable skills, quantifying, and results. Use action verbs” to begin the line, found in the Resume Guidelines handout. Quantify when possible: frequency, # guests, % increase, etc.
* Add content
* Add content

**Job Title**

Name of Company or Organization, City, State Month Year-Month Year

* Add content
* Add content
* Add content

**ADDITIONAL WORK EXPERIENCE**

*(Due to the fact that these are unrelated to the position currently pursued, the job title will be sufficient to describe your job responsibilities.)*

**Job Title**

Name of Company or Organization, City, State Month Year-Month Year

* Add content
* Add content

**CROSS CULTURAL AND VOLUNTEER EXPERIENCE**

*(“Community Involvement” or “Cross Cultural Involvement”)*

**Position name, Organization Name,** City, ST Month Year-Month Year

**Position name, Organization Name,** City, ST Month Year-Month Year

NOTE: Resume should be on one page. Sample is longer due to comments and listing all section/content options. Seasoned applicants (out of university for 5+ years should have two full pages.)