**YOUR NAME**

Phone number | email address | City, State

**SUMMARY**

2-4 sentences about your overall soft skills and what attributes you will bring to a company. Refrain from including what you are seeking from an employer (objective statements) and using personal pronouns

**PROFESSIONAL EXPERIENCE**

**Your Position Title** Month Year – Month Year

Organization Name, City, State

* Describe what you do or have accomplished in this role using action + project + result format. Add 2-3 but, no more than 5 Bullets to describe your impact or accomplishments.
* Another bullet point
* Another bullet point

**Your Position Title** Month Year – Month Year

Organization Name, City, State

* Describe what you do or have accomplished in this role using action + project + result format. Add 2-3 but, no more than 5 Bullets to describe your impact or accomplishments.
* Another bullet point
* Another bullet point

**Your Position Title** Month Year – Month Year

Organization Name, City, State

* Describe what you do or have accomplished in this role using action + project + result format. Add 2-3 but, no more than 5 Bullets to describe your impact or accomplishments.
* Another bullet point
* Another bullet point

**EDUCATION**

**Full Name of Your Degree Expected Month Year**

Bellevue University, Bellevue, NE **GPA: 3.## (include if above 3.75)**

* List any Academic Honors

**TRAINING & CERTIFICATIONS**

**Month Year,** Name of Certification, Issuing Organization, Location

**Month Year,** Name of Certification, Issuing Organization, Location

**VOLUNTEER EXPERIENCE**

**Volunteer (or your position title),** Organization Name, City, State, Month Year – Month Year

**Volunteer (or your position title),** Organization Name, City, State, Month Year – Month Year