**FIRST M. LAST**

City, ST | Phone | Professional Personal Email

**EDUCATION**

**Bachelors of Arts/Science in Major title**  Year Degree Granted

University Name, City, State

Minor: Minor Title (Minor GPA)

Awards, GPA

**License Title**, Granter of License, Location Year License Granted

Content: (Short Explanation)

License Number:

**Certification in (Title of Program),** Granter of Certificate, Location Year Certificate Granted

* One sentence description.

**SKILLS**

Relevant computer programs, relevant course subjects in which you excelled, industry-specific knowledge requested in job description, languages, etc.

**PROFESSIONAL EXPERIENCE**

**Title of Position** Date Started-Present

Business/Organization Name, Location

* Description of job duties.
* Major highlight of success on the job.
* Think about something unique you accomplished or learned.

**Title of Position** Date Started-Date Ended

Business/Organization Name, Location

* Description of job duties.
* Major highlight of success on the job.
* Think about something unique you accomplished or learned.

**LEADERSHIP POSITIONS**

**Title**  Date Started-Date Ended

Business/Organization Name, Location

- Description.

**AWARDS/SCHOLARSHIPS**

**Name of Grant/Award/**Scholarship Year Granted

Name of Organization/School Who Granted Award, Location

- Description of Award.

**VOLUNTEER EXPERIENCE**

**Title**  Date Started-Date Ended

Volunteer Program Name, Location

* Brief description of volunteer work.