**Your Name**

(pronouns)

Contact Information - Email - Phone

**EXPERIENCE**

|  |  |
| --- | --- |
| **Company name,** City, State | START DATE - Present |

***Your Title*** *(pronouns, if different from above or below)*  
Here, you’ll write a few sentences that describe the general overview of your day-to-day responsibilities. You’ll want to give an idea of how wide-ranging or intensive your day-to-day tasks are, as well as an idea of the overall reach of your position. For this paragraph section, you’ll use professional language to describe what you do. Don’t use first person here (no “I” or “my”) – you’ll want to use a general description as to what *anybody* in this role would be doing when you describe your duties.

* These bullets are used to highlight very specific things you’ve done; you’ll want to choose real standout tasks or moments in your role. Something where you had really intensive responsibility or went above and beyond what you typically do.
* If you do a highlight bullet, make sure you have at least two specific things you can highlight. The ideal number would be three to five highlights, but make sure they’re all truly standouts.

|  |  |
| --- | --- |
| **Company Name**, City, State | START DATE – End Date |

***Your Title*** *(pronouns, if different from above)*

Here again, you’ll provide a few sentences that give a clear picture into what your day to day was like in this position. You may or may not choose to use highlight bullets with older roles you list on your resume but be sure you provide a thorough overview of what great work you did here.

**EDUCATION**

|  |  |  |
| --- | --- | --- |
| **School**, City, State | | DEGREE, *HONORS,* DATE |
| Honors: | *Repeat Any Degree Honors, Dates if applicable* | |
| Activities: | Clubs, Performances, Anything that gives a sense of who you are, or you may list additional experience/interest in your field as it relates to your employment | |

|  |  |  |
| --- | --- | --- |
| **Other School if applicable**, City, State | | DEGREE, *HONORS,* DATE |
| Honors: | *Repeat Degree Honors, Dean’s List [dates]* | |
| Activities: | Same as above, List anything relevant here if you like, or omit this line | |

**ADDITIONAL INFORMATION**

This is a good place to list anything additional that relates to your employment. Outside classes, clubs, and activities that add to your expertise should definitely be listed here. Additional classes you’ve taken or training you’ve received are great things to add here. Some people also choose to include one or two random, fun, personal things they feel may make your resume memorable or personable.