

# YOUR NAME

City, ST Zip | 937-555-5555 | imasample@cedarville.edu | www.linkedin.com/yourname

## SUMMARY

(Name your major and year; i.e. Sophomore marketing student) seeking to obtain (job title or internship position) where I can use my (skills to offer the company; i.e. organizational, leadership, etc.) in order to (desired result; i.e. gain experience in a [specific] area). Additional skills include:

- Specific Computer/Program Skills
- Second Language Skills
- First Aid/CPR
- Organizational/Leadership Skills
- Communication Skills
- Other Skills

## EDUCATION

**Cedarville University**

BA/BS Name of Major; GPA: 3.39

Minor: Bible

Cedarville, OH

Grad Date mo/year

Relevant Coursework: List titles of significant courses that would be of interest to the employer

## HONORS

Dean's List; Leadership Scholarships; Academic Scholarships; Character Awards, etc.

## EXPERIENCE

**Name of Company** (most recent first)

Your Position

City, ST

mo/year–Present

- Explain major responsibilities/duties within the company, emphasizing accomplishments/achievements
- Place bullets in order of importance (most impressive first); use more bullets for an experience that is relevant, fewer bullets for non-related positions
- Begin your bullets with action words such as "Assisted, Demonstrated, Improved, etc."
- Make statements that are: factual, positive, brief, relevant, and results oriented

**Name of Company**

Your Position

City, ST

mo/year–mo/year

- Focus on highlighting skills/experiences related to the job or internship you are applying for
- Make statements concise, using phrases rather than sentences
- Jobs that are self-explanatory (*Cashier, Sales Associate, or Waiter*) may not require bullet points if there are other experiences that are more relevant and may require more bullets to explain

**Name of Company**

Your Position

City, ST

mo/year–mo/year

- Number of bullets will vary depending on experience and responsibilities
- Emphasize achievements and results relating to your responsibilities or assignments

## ACTIVITIES

List can include, but is not limited to: All volunteer experience; Community ministries; Church ministries; Committee involvement; SGA/other organization involvement; Leadership positions held; Missions trips (include country and ministry); Any other activities you were involved with

**YOUR NAME****CURRENT ADDRESS**

Cedarville, OH 45314  
(937) 766-1234

**PERMANENT ADDRESS**

City, ST 12345  
yourname@cedarville.edu

**Job Target: NAME OF POSITION****PROFESSIONAL SUMMARY**

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Multilingual business student with significant international and entrepreneurial experience. Awarded 2017 Student Leader Award for exemplary service in student government. Seeking to use intercultural communication skills and fluency in English, Spanish, and Portuguese as an independent translation services provider. Additional skills include:

- Organizational Leadership
- Microsoft Office Programs
- Public Speaking/Presentations
- Peer tutoring
- First Aid/CPR Certified
- Office/Clerical Support

**EDUCATION**

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**BA/BS Name of Major** | Cedarville University; GPA: 3.39, Major GPA: 3.89 Cedarville, OH | Grad Date mo/yr–mo/yr  
Minor in Bible

Honors: Dean's List (year); Leadership Scholarships; Academic Scholarships; Awards, etc.

**RELEVANT EXPERIENCE or EMPLOYMENT EXPERIENCE**

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**Your Position** | Name of Company/Project, etc. (most recent first) City, ST | mo/yr–mo/yr

*Optional: Use this space to give a short summary of the company and your main job responsibilities (what you were hired to do). Save your accomplishments and achievements for the bullet points below.*

- Explain major responsibilities/duties within the company, emphasizing accomplishments/achievements
- Begin your bullets with action words such as "Assisted, Demonstrated, Improved, etc."
- Make statements that are: factual, positive, brief, relevant, and results oriented
- Place bullets in order of importance (most impressive first); use more bullets for an experience that is relevant, fewer bullets for non-related positions

**Your Position** | Name of Company/Project, etc. City, ST | mo/yr–mo/yr

- Explain major responsibilities/duties within the company, emphasizing accomplishments/achievements
- Begin your bullets with action words such as "Assisted, Demonstrated, Improved, etc."

**Your Position** | Name of Company/Project, etc. City, ST | mo/yr–mo/yr

**ACADEMIC EXPERIENCE or RESEARCH EXPERIENCE, LEADERSHIP EXPERIENCE, EMPLOYMENT EXPERIENCE, etc.**

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**Your Position** | Name of Company/Project, etc. (most recent first) City, ST | mo/yr–mo/yr

- Explain major responsibilities/duties, emphasizing accomplishments/achievements
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**Your Position** | Name of Company/Project, etc. City, ST | mo/yr–mo/yr

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**INVOLVEMENT**

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SGA – Vice President (1 year); Member (2 years): Recipient of Student Leader Award

Safe Harbor House Ministry – Volunteer translator (2 years)

Academic Enrichment Center (The COVE) – Peer tutor for Composition (1 year)