

# YOUR NAME

City, State Zip | Phone # | Email | LinkedIn (optional)

## SUMMARY

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(Your year and major; ex: Sophomore marketing student) seeking to obtain (job title or internship position) where I can use my (skills or experience to offer the company) to gain (desired result; ex: experience in a specific area). Additional skills include: **(Do not add skills already stated in your summary).**

- List your skills here
- Hard and soft skills
- Second language
- Programming language
- Organization
- Lab skills

## EDUCATION

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**Cedarville University**

Cedarville, OH

BA/BS Name of Major; GPA: 0.00 (do not include if <3.00)

Graduating month/year

Minor(s): Bible, other minors

Relevant Coursework: (List coursework that would be significant to the employer) Course 1; Course 2; etc.

## HONORS

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Dean's List; President's Scholar Award; Scholarships; Academic/athletic/artistic awards; Department awards; etc.

## EXPERIENCE

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**Name of Company (or university)**

City, State

Your Position

month/year–Present

- List experience from most recent to least recent (this one is your most recent!)
- Experience is not limited to paid positions—it can be volunteering, club involvement, school projects, unpaid internships, etc. that are significant or relevant to your application
- More relevant experience should have 3-5 bullet points; less relevant should have 0-3
- Place bullet points in order of importance (most impressive first)

**Name of Company (or university)**

City, State

Your Position

month/year–month/year

- Begin bullet statements with [action verbs](#) like “Assisted, Demonstrated, Improved, etc.”
- Say what relevant skills/experience you gained and what skills/experience you applied
- Explain how you produced positive results that furthered your organization/project

**Name of Company (or university)**

City, State

Your Position

month/year–month/year

- Bullet points should each be no more than one sentence (including periods is optional, just be consistent)
- Statements should be brief, factual, relevant, and [results oriented](#)
- Use **Action + Project/Problem = Result** as a rough guide for making results-oriented bullet points

## ACTIVITIES

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Including but not limited to: Volunteer experience; Church involvement; Campus organizations; Mission trips; Leadership positions; Intramurals; Music groups; Competitions

**Include the organization name and dates or time frame with each activity;** ex: Heart for the Homeless volunteer (2023–2025); Hope Church music team (2 years); etc.

# YOUR NAME

Cedarville, OH 45314 | 555-555-5555 | yourname@cedarville.edu | LinkedIn (optional)

## Job Target: NAME OF POSITION

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### SUMMARY

Driven business management student with significant entrepreneurial experience and strong interpersonal communication skills. Awarded the 2024 Student Speaker Award for exemplary presentation skills in mock trial. Seeking to apply leadership abilities as a (name of position) to gain experience in (field). Additional skills include:

Microsoft Excel | R Programming | Organization | Intermediate Spanish  
Skill | Skill | Skill | Skill

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### EDUCATION

**BA/BS Name of Major** | Cedarville University; GPA: 0.00

Cedarville, OH | Grad Date

Minor(s) in Bible, etc.

Honors: Dean's List, Scholarships, Department Awards, etc.

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### RELEVANT EXPERIENCE

**Your Position** | Name of Company/Project, etc. (Most recent first)

City, ST | month/year–month/year

*Optional: Use this space to give a short summary of the company and your job responsibilities (what you were hired to do).*

*Save your accomplishments, achievements, presentations, etc. for the bullet points below.*

- Begin bullet points with action words such as, “demonstrated, assisted, improved, etc.”
- Make statements that are **results oriented**, brief, relevant, and positive
- Include numbers/statistics/data to quantify your contribution to the organization or the success of a project
- Place bullet points in order of importance (most impressive first); more bullet points for more relevant experience, less bullet points for less relevant experience

**Your Position** | Name of Company/Project, etc. (Most recent first)

City, ST | month/year–month/year

- Explain major responsibilities/duties within your company, emphasizing achievements
- Include any sort of presentations you did with your job/project
- Explain what relevant skills you applied and gained

**Your Position** | Name of Company/Project, etc. (Most recent first)

City, ST | month/year–month/year

- If you are short on space, consider removing the bullet points from common jobs; they are less important!

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### ACADEMIC/RESEARCH/EMPLOYMENT EXPERIENCE

**Your Position** | Name of Company/Project, etc. (Most recent first)

City, ST | month/year–month/year

- Pro tip: check out the description of the job you are applying for and make sure to highlight the experience you have that overlaps with what they are looking for
- Adjust the number of bullet points to your liking!

**Your Position** | Name of Company/Project, etc. (Most recent first)

City, ST | month/year–month/year

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### INVOLVEMENT

Biology Club–Secretary (1 year); Member (3 years); Cedarville University Student Government Association–VP (1 year);  
Member (2 years); Cornerstone music team member (2 years)