

# FIRSTNAME LASTNAME

[youraddress@my.milligan.edu](mailto:youraddress@my.milligan.edu) | 555.555.5555 | LinkedIn URL

## SUMMARY

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### Bullet points may include:

- Technical skills: Proficient in Microsoft Word, Excel, PowerPoint; Adobe Creative Suite
- Language: Working knowledge of/Proficiency in Spanish (oral and written)
- Years of experience: Two years' experience in a customer service role
- Key Words: Highlight key qualifications presented in the job description

## EDUCATION

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### Milligan University

Bachelor of Arts (or Science) in (major)

*Second major in (if double major)*

*Concentration in (Optional); Minor in (Optional)*

GPA: #.## ; Dean's List, dates **List only a GPA of 3.0 or higher**

**Johnson City, TN**

Date of Graduation

Associate Degree **This line will not apply to all students**

*Awards/Recognition (if applicable)*

Location

Date of Graduation

Relevant Coursework: *(Optional)* Names of class relevant to interest and transferable skills

## LEADERSHIP & COMMUNITY EXPERIENCE

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**Adapt this section to student's experience such as internships, projects, research, clinicals, etc...**

### Organization Name

*Position/Title*

**Location**

*Month Year – Month Year*

- Accomplishment Statement (Action Verb + Task + Result)
- Accomplishment Statement

## WORK EXPERIENCE

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### Employer/Organization Name

*Position/Title, Department (if applicable)*

**Location**

*Month Year – Present*

- *Accomplishment Statement* (what was done, how it was done, with outcomes focus, quantified where possible)
- *Accomplishment Statement*

### Employer/Organization Name

*Position/Title, Department (if applicable)*

**Location**

*Month Year – Present*

- *Accomplishment Statement*
- *Accomplishment Statement*

## HONORS AND ACTIVITIES

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Name of Organization, location, title

*Month Year – Month Year*

Name of Athletic Team, location

*Month Year - Month Year*

- Individual or Team recognition

Eagle Scout or Gold Award

*Month Year*

Musical Ensemble, location, part

*Month Year – Month Year*