

Your Name Here

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SUMMARY

Write two or three sentences that tell an employer why they should keep reading your resume and hire you. This summary should include key skills you have (a hard skill and a soft skill) that you need for the particular job for which you are applying. What makes you stand out for them to consider interviewing you?

EDUCATION

Name of University, City and State

Expected Graduation Date

Correct title of Degree - No abbreviations!

WORK EXPERIENCE

Business Name and City

Start Date-Present

Position

Here you need to list key responsibilities within your job position. This section can be bulleted points. Always start the phrase with a verb. If the job is a current job, use present tense. If it is a former position, use past tense. Make sure your verb tense matches with each phrase in the description!

Business Name and City

Start Date - End Date

Position

Here you need to list key responsibilities within your job position. This section can be bulleted points. Always start the phrase with a verb. If the job is a current job, use present tense. If it is a former position, use past tense. Make sure your verb tense matches with each phrase in the description!

KEY COMPETENCIES

- Bullet point list with soft skills that you can use for any position in any company. List at least 3. Example - "Time Management"
- Bullet point list with hard skills specific to the job for which you are applying. List at least 3. For example, Injury prevention strategies would be a hard skill if applying for an exercise science, sports, recreation or fitness management job.

HONORS/ACHIEVEMENTS/LEADERSHIP

Are you in a club? Are you a college athlete? Do you volunteer with any organization? Have you been on a Mission Trip? Do you hold any leadership position in clubs, teams or organizations? Are you on the President's List or Dean's List? Any academic honors? List those here.

REFERENCES

Available Upon Request

Start with three to include a professor, a coach or sponsor of an organization (Educational), a supervisor in your place of employment (Professional) and someone who has known you personally for a lengthy time (Personal). Prior to listing anyone as a reference, please make contact with them to ask their permission and find out their preferred method of contact. If your resume is more than one page, have a separate sheet available to attach if requested.