FIRSTNAME LASTNAME

youraddress@my.milligan.edu | 555.555.5555 | LinkedIn URL

SUMMARY

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

Milligan University **Johnson City, TN**
Bachelor of Arts (or Science) in (major) Date of Graduation
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

Associate Degree This line will not apply to all students Location
Awards/Recognition (if applicable) Date of Graduation

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

LEADERSHIP & COMMUNITY EXPERIENCE

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

Organization Name **Location**
Position/Title *Month Year – Month Year*

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

WORK EXPERIENCE

Employer/Organization Name **Location**
Position/Title, Department (if applicable) *Month Year – Present*

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

Employer/Organization Name **Location**
Position/Title, Department (if applicable) *Month Year – Present*

- *Accomplishment Statement*
- *Accomplishment Statement*

HONORS AND ACTIVITIES

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*