

# YOUR NAME

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

## SUMMARY

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Multilingual Business student with significant international and entrepreneurial experience. Awarded 2012 Student Leader Award for exemplary service in student government. Seeking to use my intercultural communication skills and fluency in English, Spanish, and Portuguese as an independent translation services provider. Additional skills include:

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

## EDUCATION

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### Cedarville University

*Bachelor of Arts/Science* Your Major; Overall GPA: 3.43  
Minor in Bible

Cedarville, OH  
Anticipated mo/year

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

## EMPLOYMENT EXPERIENCE

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### Name of Company (Most Recent)

Your Position

City, ST  
mo/year – Present

- List responsibilities/duties within the company
- Begin your bullets with action words such as "Assisted, Demonstrated, Improved, etc."
- Do not use "I" statements or personal pronouns

### 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

### Name of Company

Your Position

City, ST  
mo/year – mo/year

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

## ACADEMIC EXPERIENCE

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### Name of Experience or project

Your Position

City, ST  
mo/year – mo/year

- Examples of additional experience could be academic projects, shadow experiences, non-paid experiences, or anything that is noteworthy and relevant to your target position

### Name of Experience or project

Your Position

City, ST  
mo/year – mo/year

## ACTIVITIES

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ABC Student Chapter Organization – Vice President (1 year); Member (2 years)  
Safe Harbor House Ministry – Volunteer translator (2 years)  
Academic Enrichment Center (The COVE) – Peer tutor for Composition (1 year)

# Your Name

**Permanent Address:** 1234 Somewhere Dr. Somewhere, OH 54321

**School Address:** 251 N. Main St. Box 000, Cedarville, OH 45314

**Contact:** (937) 766-1234 | 1234567@cedarville.edu

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**OBJECTIVE** To obtain (type of position; i.e., a full time or internship position) where I can use my (skills to offer the company; i.e., organizational, leadership and interpersonal skills) in order to (desired result; i.e., gain experience in a [specific] area).

**EDUCATION** **Cedarville University** | Cedarville, OH (Grad Date)  
*Bachelor of Arts/Science* Your Major, Overall GPA: 3.2  
Minor in Bible

**HONORS** Dean's List; Leadership Scholarship; Academic Scholarship; Character Awards; etc.

**SKILLS** Computer/technical skills (specific programs); First Aid/CPR certification; Organizational skills, Leadership skills; Communication skills; Second language skills; etc.

**EXPERIENCE** **Company Name (Most Recent Experience)** | City, ST mo/yr - Present  
*Your Position*

- Major responsibilities/duties within the company
- Begin your bullets with action words such as "Assisted, Demonstrated, Improved, etc"
- Make statements that are: factual, positive, brief, relevant, and result-oriented

**Company Name** | City, ST mo/yr - mo/yr  
*Your Position*

- Major responsibilities/duties within the company
- Begin your bullets with action words such as "Assisted, Demonstrated, Improved, etc"
- Make statements that are: factual, positive, brief, relevant, and result-oriented

**Company Name** | City, ST mo/yr - mo/yr  
*Your Position*

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**Company Name** | City, ST mo/yr - mo/yr  
*Your Position*

- Major responsibilities/duties within the company
- Begin your bullets with action words such as "Assisted, Demonstrated, Improved, etc"
- Make statements that are: factual, positive, brief, relevant, and result-oriented

**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.