

YOUR NAME

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

SUMMARY

(Name your major and year; i.e. Sophomore marketing student) seeking to obtain (job title or internship position) where I can use my (skills to offer the company; i.e. organizational, leadership, etc.) in order to (desired result; i.e. gain experience in a [specific] area). Additional skills include:

- Specific Computer/Program Skills
- Second Language Skills
- First Aid/CPR
- Organizational/Leadership Skills
- Communication Skills
- Other Skills

EDUCATION

Cedarville University

BA/BS Name of Major; GPA: 3.39

Minor: Bible

Cedarville, OH

Grad Date mo/year

Relevant Coursework: List titles of significant courses that would be of interest to the employer

HONORS

Dean's List; Leadership Scholarships; Academic Scholarships; Character Awards, etc.

EXPERIENCE

Name of Company (Most Recent)

Your Position

City, ST

mo/year–Present

- Explain major responsibilities/duties within the company, emphasizing accomplishments/achievements
- Place bullets in order of importance (most impressive first); use more bullets for an experience that is relevant, fewer bullets for non-related positions
- Begin your bullets with action words such as "Assisted, Demonstrated, Improved, etc."
- Make statements that are: factual, positive, brief, relevant, and results oriented

Name of Company

Your Position

City, ST

mo/year–mo/year

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

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

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

YOUR NAME**CURRENT ADDRESS**

Cedarville, OH 45314
(937) 766-1234

PERMANENT ADDRESS

City, ST 12345
yourname@cedarville.edu

Job Target: NAME OF POSITION**PROFESSIONAL SUMMARY**

Multilingual business student with significant international and entrepreneurial experience. Awarded 2017 Student Leader Award for exemplary service in student government. Seeking to use 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

BA/BS Name of Major | Cedarville University; GPA: 3.39, Major GPA: 3.89 Cedarville, OH | Grad Date mo/yr–mo/yr
Minor in Bible

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

RELEVANT EXPERIENCE or EMPLOYMENT EXPERIENCE

Your Position | Name of Company/Project, etc. (most recent first) City, ST | mo/yr–mo/yr

Optional: Use this space to give a short summary of the company and your main job responsibilities (what you were hired to do). Save your accomplishments and achievements for the bullet points below.

- Explain major responsibilities/duties within the company, emphasizing accomplishments/achievements
- Begin your bullets with action words such as "Assisted, Demonstrated, Improved, etc."
- Make statements that are: factual, positive, brief, relevant, and results oriented
- Place bullets in order of importance (most impressive first); use more bullets for an experience that is relevant, fewer bullets for non-related positions

Your Position | Name of Company/Project, etc. City, ST | mo/yr–mo/yr

- Explain major responsibilities/duties within the company, emphasizing accomplishments/achievements
- Begin your bullets with action words such as "Assisted, Demonstrated, Improved, etc."

Your Position | Name of Company/Project, etc. City, ST | mo/yr–mo/yr

ACADEMIC EXPERIENCE or RESEARCH EXPERIENCE, LEADERSHIP EXPERIENCE, EMPLOYMENT EXPERIENCE, etc.

Your Position | Name of Company/Project, etc. (most recent first) City, ST | mo/yr–mo/yr

- Explain major responsibilities/duties, emphasizing accomplishments/achievements
- Begin your bullets with action words such as "Assisted, Demonstrated, Improved, etc."
- Place bullets in order of importance (most impressive first); use more bullets for an experience that is relevant, fewer bullets for non-related positions

Your Position | Name of Company/Project, etc. City, ST | mo/yr–mo/yr

- Explain major responsibilities/duties within the company, emphasizing accomplishments/achievements
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INVOLVEMENT

SGA – Vice President (1 year); Member (2 years): Recipient of Student Leader Award

Safe Harbor House Ministry – Volunteer translator (2 years)

Academic Enrichment Center (The COVE) – Peer tutor for Composition (1 year)