**INSERT NAME HERE**

2000 University ▪ CITY, ST 52XXX

email@email.com ▪ (555) 555-5555

**SUMMARY OF SKILLS**

* Self-motivated team player with over (#) years experience in…
* Familiarity with…
* Strong record of…
* Knowledgeable in areas such as…
* Ability to work in…

**EDUCATION**

***University of Dubuque***, Dubuque, IA (Expected) Month 20XX

* Title of Degree in Major
* Endorsements in (insert) and (insert)
* GPA 3.XX / 4.00 ; Dean’s list # semesters

**RELEVANT EXPERIENCE**

***Your Title*** –Company*,* City, ST Month 20XX – Current

* Describe your role, accomplishments, contributions, training received, skills developed or enhanced
* You want at least 2 bullets per job description. Focus on results of your efforts, not tasks of the job
* Start each sentence with an action verb. Do not use “I, my, me, myself” in a resume. Use numbers whenever possible

***Your Title*** –Company*,* City, ST Month 20XX – Month 20XX

* Describe your role, accomplishments, contributions, training received, skills developed or enhanced
* You want at least 2 bullets per job description. Focus on results of your efforts, not tasks of the job
* Start each sentence with an action verb. Do not use “I, my, me, myself” in a resume. Use numbers whenever possible

**OTHER WORK EXPERIENCE**

***Your Title*** –Company*,* City, ST Month 20XX – Month 20XX

* Describe your role, accomplishments, contributions, training received, skills developed or enhanced
* You want at least 2 bullets per job description. Focus on results of your efforts, not tasks of the job
* Start each sentence with an action verb. Do not use “I, my, me, myself” in a resume. Use numbers whenever possible

***Your Title*** –Company*,* City, ST Month 20XX – Month 20XX

* Describe your role, accomplishments, contributions, training received, skills developed or enhanced
* You want at least 2 bullets per job description. Focus on results of your efforts, not tasks of the job
* Start each sentence with an action verb. Do not use “I, my, me, myself” in a resume. Use numbers whenever possible

**HONORS AND AWARDS**

***Title of Honor*** Month 20XX

* Brief description of the significance of award

***Title of Honor*** Month 20XX

* Brief description of the significance of award

***Title of Honor*** Month 20XX

* Brief description of the significance of award

***Title of Honor*** Month 20XX

* Brief description of the significance of award