# Your Name in 18 Point, Bold

Address, City, State, Zip ▪ 512-555-5555 ▪ email@email.com

## SUMMARY OF QUALIFICATIONS

* List 4 to 5 of your most relevant qualifications in statement form…
* … And be prepared to illustrate these qualities in an interview. Some examples:
* Experienced shift manager, supervising staff in a small business operation
* Proactive leader and communicator, paying attention to detail
* Over 3 years of customer service experience in various settings

**EDUCATION**

**Exact Title of Degree, with an Emphasis in Area** Month and Year of Graduation

*Texas State University, San Marcos, Texas*

**Minor:** (if applicable)

**Overall GPA or GPA in Major:** (Optional, consider listing if it is above 3.0)

**Relevant Coursework:** (Optional)Advanced Social Media**,** Computer Information Systems, etc.

**HONORS** (optional)

**Dean’s List** List semesters granted

**Include any Scholarships** Years Awarded

## EXPERIENCE (List in reverse chronological order - most recent to oldest. DELETE THIS TEXT)

**Intern**  Month Year - Month Year (or Present)

*Name of Business or Organization, City, State*

* Offer additional knowledge, skills and abilities to supplement the information included in your cover letter or summary (if used)
* Focus on accomplishments, not just job duties
* Provide as much detail about your responsibilities as possible

**Position Title in Bold** Month Year - Month Year

Name of Business or Organization, City, State

* Offer additional knowledge, skills and abilities to supplement the information included in your cover letter or summary (if used)
* Focus on accomplishments, not just job duties
* Provide as much detail about your responsibilities as possible

## ACTIVITIES (If you have held a leadership position, describe accomplishments. DELETE THIS TEXT)

**Current Member,** Professional Association Year(s) involved

**Member/Officer**, Student Organization 2016 -2018

**Volunteer**,Volunteer Organization Year(s) involved