# Your Name in 18 Point, Bold

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

## SUMMARY OF QUALIFICATIONS

* List 4 to 5 of your most relevant qualifications in statement form…Some examples:
* Dependable professional with proven ability to mentor and train 9 employees
* Over 2 years of experience providing intentional and customized customer service
* Proactive leader who can understand situations from different cultural perspectives

**EDUCATION**

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

### *Texas State University, San Marcos, Texas*

* **Minor:**
* **GPA:** (If higher than 3.0)
* **Relevant Coursework:**

**HONORS**

**Dean’s List** List semesters granted

**Include any Scholarships** Year Awarded

## EXPERIENCE

**Position Title in Bold** 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 (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

**Member,** Student Organization, City, State Month Year – Month Year (or Present)