

# FIRST NAME LAST NAME

(XXX) XXX-XXXX | ProfessionalEmail@gmail.com | [linkedin.com/in](#) | City, State



UNIVERSITY OF  
CENTRAL MISSOURI  
CAREER AND LIFE DESIGN

## EDUCATION

Degree, Major (e.g Bachelor of Science, Communication Studies)

Graduating Month Year

Name of University, Institution

City, State

Minor: XXXXX GPA x.x/4.0 (optional but recommend including if over a 3.0, can be Overall GPA or Major GPA)

If you have a Masters Degree then repeat above format for undergraduate with your highest level of education appearing first

Do not use bullet points in the education section and do not include high school information

## WORK EXPERIENCE (could also be titled Relevant Experience or Related Experience)

**Position Title** *Roles are in reverse chronological order with most recent first* Month Year - Month Year

**Organization/Company Name** City, State

- Write your main highlighted accomplishments.
- Think about how your task/project helped the company do better and how you added value to the company.
- Follow the format "Performed X by doing Y resulting in Z", quantify with numbers, percentages, other data where you can
- Start with strong action verbs and avoid using responsible, helped, researched or assisted (review our [Guide to Using Action Verbs](#)).

**Position Title** Month Year - Month Year

**Organization Name** City, State

- Highlight different skills
- Show overall benefit to the organization so that future employers know how you could add value to their organization
- Your resume should demonstrate competencies: Critical thinking, leadership, teamwork, communication, career management etc.
- Don't forget to include essential (soft) skills and technical (hard) skills where relevant.

**Position Title** Month Year - Month Year

**Organization Name** City, State

- Roles with more relevant experiences to the job you are applying for should have more bullet points (no more than 5)
- Roles with less relevant experiences should have less bullet points especially if you're running out of space
- E.g.: For working as a lifeguard: "Supervised over 100 kids during the summer achieving 0 incidents and 97% open rate for the local community pool, during business hours."

## SECTION HEADER

**Title** Month Year - Month Year

**Organization Name, Institution Name** City, State

- May be activities related to a specific class, campus organization or volunteer experience - choose the related section title
- Show hard skills of projects you have worked, consider focusing on leadership, teamwork and management skills.
- If you don't have space, bullet points are not necessary here just put the org name and title and dates

## CERTIFICATIONS

**Name of certification**, Issuing Company or Organization time period for certification (e.g. expiration) or when issued

E.g.: **CPR Certification**, American Red Cross Expires Month Year

**Google UX Design Certificate**, Coursera Issued Month Year

## TECHNICAL SKILLS

- Microsoft Word
- Microsoft Excel
- Microsoft Powerpoint
- Project Management
- Hubspot
- Smartsheet
- Email marketing
- Asana
- Java

- This section should only include technical skills. Think about how you can highlight other skills through your bullet points
- You could also include additional sections (e.g.: Awards and Honors, Project Experience, Academic Experience, Internship Experience, Relevant Coursework, Volunteer Experience, University Involvement, etc.) if that better fits your experiences instead of Certifications, Technical Skills, etc.