

# First & Last Name

City, State • Professional Email • Phone



UNIVERSITY OF  
CENTRAL MISSOURI  
CAREER AND LIFE DESIGN

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## Education

Degree (e.g. Bachelor of Science)

Graduation Date

Major: XXXXX

Name of Institution, City, State

Overall or Major GPA: X/4.0 Dean's List: # of semesters

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## Work Experience

Organization, City, State

Role Month Year - Month Year

- Write your main highlighted accomplishments
- Think about how your task/project helped the company do better and how you added value to the organization
- Follow the format performed X by doing Y resulting in Z
- Start each bullet point with strong action verbs, present tense if currently in the role, past tense if you have completed the role
- Quantify results within your bullet points where you can

Organization, City, State

Role Month Year - Month Year

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- Quantify results within your bullet points where you can

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## Leadership/University Involvement

Role/Title (*Can be from high school*)

Month Year - Month Year

Organization, City, State

- Write your main highlighted accomplishments
- Write your main highlighted accomplishments

Role/Title (*Can be from high school*)

Month Year - Month Year

Organization, City, State

- Write your main highlighted accomplishments
- Write your main highlighted accomplishments

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## Volunteer Experience

Organization, City, State

Role Month Year - Month Year

- Write your main highlighted accomplishments
- Think about how your task/project helped the company do better and how you added value to the organization

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## Honors & Awards

Title of Scholarship

Month Year - Month Year

Title of Grant

Month Year - Month Year

Title of Award, Organization

Month Year - Month Year