

# FIRST NAME AND LAST NAME

City, State Zip Code

(803) 999-9999

Current (professional) email address

## SUMMARY

A summary statement is a short, powerful paragraph at the top of your resume that acts as a professional "elevator pitch," highlighting your key skills, experience, and accomplishments to show employers *why* you're the right fit for the job, focusing on the value you bring, not just your career goals.

## EDUCATION

CARROLL COLLEGE (ALL CAPS not bolded)

Helena, MT

Bachelor of Arts \_\_\_\_\_ (Insert appropriate major here)

Bachelor of **Science\*** **ONLY applicable to Nursing and Civil Engineering at Carroll**

Month year

Minor: (Enter your minor, focus or concentration(s) here)

GPA: Insert GPA if above 3.0/4.0

Insert Study Abroad School Name and Location

Year Studied

## LANGUAGES

Insert any foreign language competency (if applicable)

## EXPERIENCE

INSERT COMPANY'S NAME (ALL CAPS not bolded)

City, State

**Title of the position (bold)**

Month year – Month year

- Insert your accomplishment Statements (2 to 4). Keep to 1 line (concise, clear, direct).
- Put most important bullets first.
- Begin each statement with a strong action verb and end each statement with a period.
- Each should highlight an achievement and/or value-adding experience, *quantified*.
- Accomplishment statements should be relevant to the job you are targeting.

INSERT COMPANY'S NAME (ALL CAPS not bolded)

City, State

**Title of the position (bold)**

Month year – Month year

- Insert your accomplishment Statements (2 to 4). Keep to 1 line (concise, clear, direct).
- Put most important bullets first.
- Begin each statement with a strong action verb and end each statement with a period.
- Each should highlight an achievement and/or value-adding experience, *quantified*.

INSERT COMPANY'S NAME (ALL CAPS not bolded)

City, State

**Title of the position (bold)**

Month year – Month year

- Insert your accomplishment Statements (2 to 4). Keep to 1 line (concise, clear, and direct).
- Put most important bullets first.
- Begin each statement with a strong action verb and end each statement with a period.
- Each should highlight an achievement and/or value-adding experience, *quantified*.

## CERTIFICATIONS

Insert certifications/licensure (#)

Expiration Dates

## SKILLS

Insert relevant skills

## AWARDS

Insert relevant and noteworthy awards and honors.

Month year – Month year

## {TITLE}

Insert recent activities, memberships, service or volunteerism.

Month year – Month year