**Name**

Email Address

Phone Number

**PROFESSIONAL PROFILE**

Brief overview of any professional experience and/or knowledge you have had that makes you an asset to an employer. One or two sentences. Do not use the word “I”.

**SKILLS**

List your skills

consider using columns

for improved readability.

Don’t forget

to include skills related

to employer needs.

**EDUCATION**

*Lone Star College*, Kingwood, TX

**Associate of Applied Science in Business and Marketing**, May 2016

If you have obtained any certifications, include them in this section

Do NOT include high school if you are in college or have graduated from college

**WORK EXPERIENCE**

*Company Name* City, StateDates of employment

**Job Title**

* Bullet point all related experience while at this position
* Do not use “I”
* State current employment duties in present tense, past employment in past tense
* Include only what you have done; no fudging allowed
* Describe accomplishments and use statistics/specifics, if possible
* List up to 5 positions you’ve held over the past 10 years

**VOLUNTEER EXPERIENCE (optional)**

*Company Name* City, StateDates of employment

**Job Title**

* Bullet point all related experience while at this position
* State current duties in present tense, past employment in past tense
* Describe accomplishments and use statistics/specifics, if possible

**ORGANIZATIONS (optional)**

* Any clubs or organizations currently or while in college
* Do not include interests, such as running, knitting, etc.