

First & Last Name

Your Mailing Address or City, State • Your Email • Your Phone Number • Your LinkedIn URL

Education

Bachelor of Arts/Science in Insert Major, Minor: Insert Minor

Expected graduation: Month Year

Augsburg University, Minneapolis, MN

- GPA: __. __ /4.00
- Dean's List – Semesters
- Semester Collegiate Athlete

Relevant Coursework

Class 1 – Full Name Here

Class 3 – Full Name Here

Class 5 – Full Name Here

Class 2 – Full Name Here

Class 4 – Full Name Here

Class 6 – Full Name Here

Relevant Experience

Job Title Here, Name of Organization, City, State

Beginning Month Year – End Month Year

- 3-5 bullet points here
- These bullets should start with relevant action words such as “Helped, Promoted, Completed, Assisted, Led, Managed...”
- All of these bullets should discuss the skills you used/gained, what things you did in the job, and numbers included when necessary.
- Example bullet “Assist 100+ students per year from a variety of disciplines and class levels with creating resumes and cover letters”
- Note this bullet begins with an action word, states what I did, and includes a number.

Job Title Here, Name of Organization, City, State

Beginning Month Year – End Month Year

- Insert bullets here
- Insert bullets here
- Insert bullets here

Supporting Experience

Job Title Here, Name of Organization, City, State

Beginning Month Year – End Month Year

Job Title Here, Name of Organization, City, State

Beginning Month Year – End Month Year

Job Title Here, Name of Organization, City, State

Beginning Month Year – End Month Year

Volunteerism/Leadership

Volunteer, Minneapolis Homeless Shelter, Minneapolis, MN

Beginning Month Year – End Month Year

- Served daily hot meals to 40+ homeless and efficiently cleaned up dining area
- Friendly provided community resources to homeless for the helps they needed
- Collaborated with a diverse team of volunteers and professional staff to coordinate food preparation and distribution

Skills

- Adobe InDesign and Photoshop
- American Sign Language
- First Aid and CPR Certified