**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