**Name**

E-mail

City, State

Phone Number

LinkedIn Profile Address (optional)

**SUMMARY OF QUALIFICATIONS**

* *[List exactly (mirroring language) what you match in the minimum and preferred qualifications of job description]*

**EDUCATION**

**Bachelor/Master/Doctorate of \_\_\_\_\_\_\_\_\_\_in \_\_\_\_\_\_\_\_\_\_\_\_\_** Expected: Month 20XX

**Minor in \_\_\_\_\_\_\_\_\_**

University of Northern Colorado, Greeley, CO

**Study Abroad**

**RELATED EXPERIENCE**

**Position Title**

Place/Organization, City, State Month 20XX-Month 20XX

* *[Action Verb + Task & Details + Result/Outcome (see reverse bullet statements section)]*

**Position Title**

Place/Organization, City, State Month 20XX-Month 20XXX

**Position Title**

Place/Organization, City, State Month 20XX-Month 20XX

**ADDITIONAL EXPERIENCE**

**Position Title**

Company Name/Organization, City, State Month 20XX-Month 20XX

**Position Title**

Company Name/Organization, City, State Month 20XX-Month 20XX

***[Other experiences not yet listed go here]***