**Your Name**

Town, State ● E-Mail • Phone # • LinkedIn URL

**EDUCATION** *(Study Abroad Experience Should be Listed here as well)*

**Centenary University**, Hackettstown, NJ Anticipated Graduation: May 2020

Bachelor of ##### in #####; Concentration: #####

**PROFESSIONAL EXPERIENCE** *(Internship Experience can go Here; MUST be Reverse Chronological Order)*

**Company Name**, City, State

*Title at Job* Dec 2016 – Present

* **What you Do** and *Why you Do It* (Every Bullet needs to have these two components!)
* 3-5 bullets per job (2= less recent job, 5= more recent job)
* Incorporate verbiage from the job description you are applying for, what looks important?!?
* If you don’t have a specific experience, but have same skill, express that! (Transferable skills)
* A

*Title at Job (this would be used if promoted within a company)* May 2016 – Jun 2017

* Collaborated with team to achieve a common goal by doing….
* Add Content
* Add Content

**Company Name**, City, State

*Title at Job* May 2016 – Jun 2017

* Add Content
* Add Content
* Add Content

**Company Name**, City, State

*Title at Job* May 2016 – Jun 2017

* Add Content
* Add Content
* Add Content

**VOLUNTEER AND LEADERSHIP EXPERIENCE** *(This section can be titled to fit your specific needs)*

* **American Heart Association**, *Volunteer*, Chester, NJ Apr 2016 – Present
* **NCAA Athlete**, Men’s Basketball*,* Centenary University Sept 2017 – Feb 2019
* **Habitat for Humanity**, **Volunteer**, Milford, NJ Nov 2016

**SKILLS** *(Do Not Include Soft Skills, Add Those to Professional Experience Bullets in context)*

* + Proficient in Microsoft Office Suite: Word, Excel, and PowerPoint
	+ Experienced using Adobe Suite: Photoshop, Illustrator, and InDesign
	+ Experienced in Social Media using: Facebook, Twitter, and Instagram
	+ List out any certifications, licenses (CPR, First-Aid)
	+ List out any languages spoken