# Your Name in 18 Point, Bold

Address, City, State, Zip ▪ 512-555-5555 ▪ email@email.com

## PROFESSIONAL SUMMARY

* Provide a brief summary listing 4 to 5 of your most relevant qualifications
* Be prepared to illustrate these qualities in an interview.
* Some examples:
* Experienced shift manager, supervising staff in a small business operation
* Proactive leader and communicator, paying attention to detail
* Over 3 years of customer service experience in various settings

**EDUCATION**

**Exact Title of Degree, with an Emphasis in Area** Month and Year of Graduation

Minor: (if applicable)

*Name of University, Dallas, Texas*

**AWARDS (Optional. DELETE THIS TEXT)**

**Dean’s List** List semesters granted

**Include any Scholarships** Years Awarded

**CERTIFICATIONS**

**AHA CPR Certification** Expires: 9/2025

## EXPERIENCE (List in reverse chronological order - most recent to oldest. DELETE THIS TEXT)

**Intern**  Month Year - Month Year (or Present)

*Name of Business or Organization, City, State*

* Offer additional knowledge, skills and abilities to supplement the information included in your cover letter or summary (if used)
* Focus on accomplishments, not just job duties
* Provide as much detail about your responsibilities as possible

**Position Title in Bold** Month Year - Month Year

*Name of Business or Organization, City, State*

* Offer additional knowledge, skills and abilities to supplement the information included in your cover letter or summary (if used)
* Focus on accomplishments, not just job duties
* Provide as much detail about your responsibilities as possible

## REFERENCES (Optional. 2-3 references recommended. DELETE THIS TEXT)

**Reference #1 First & Last Name,** Position Title, Phone #, Email (optional)

**Reference #2 First & Last Name,** Position Title, Phone #, Email (optional)