

**First and Last Name**

youremail@email.com

• Ephraim, Utah 84627 • Most used phone number

**Education**

**Snow College** Degree you’re pursuing at Snow College Anticipated Graduation Date

Major/Minor: (ex: Anticipated Spring 2016)

*Overall GPA:*

**Related Coursework**

* Example: BUS 1200- Careers Seminar
* Example: ENGL 2250 - Creative Writing
* Use 4-8 bullet points for related coursework

**Experience**

**Organization Name** -*Your most recent Job Title;* City, State Month/Year to Month/Year

* Action Verb statement of most relevant or important duties, quantify ($s, #s, %s) when possible.
* Action Verb statement of most relevant or important duties, quantify ($s, #s, %s) when possible.
* Action Verb statement of most relevant or important duties, quantify ($s, #s, %s) when possible.
* Use fewer or additional bullets as needed to best describe your experience (3-5 would be ideal).

**Organization Name** -*Your 2nd most recent Job Title;* City, State Month/Year to Month/Year

* Action Verb statement of most relevant or important duties, quantify ($s, #s, %s) when possible.
* Action Verb statement of most relevant or important duties, quantify ($s, #s, %s) when possible.
* Action Verb statement of most relevant or important duties, quantify ($s, #s, %s) when possible.
* Use fewer or additional bullets as needed to best describe your experience (3-5 would be ideal).

**Academic, Volunteer & Group Projects**

**Name of the Project -** Who did you work for/where did you work? **/**When did you do this project?

* Action Verb statement of most relevant or important duties, quantify ($s, #s, %s) when possible.
* Use fewer or additional bullets as needed to best describe your experience possible (3-5 would be ideal).

**Leadership and/or Club Experience and Activities**

**Name of the Club/Organization you were involved with** - MM/DD started - MM/DD ended

*What position did you hold?*

* Action Verb statement of most relevant or important duties, quantify when possible.
* Use fewer or additional bullets as needed to best describe your experience possible (3-5 would be ideal).

**Additional Information / Skills**

**Computer Skills:** Advanced knowledge of...

**Computer Skills:** Also Familiar with...

**Languages:** Fluent in...

**Languages:** Able to speak...