

First and Last Name

Street Address City, State. Zip
Phone Number Professional Email Address
www.linkedin.com/personalurl

PROFESSIONAL SUMMARY (OPTIONAL) – section to share goals & skills – sample posted here

Motivated, bilingual individual seeking a challenging administrative position after honorably separating from the U.S. Air Force, which allows for utilization of strong Military training in the following areas:

- Program Management
- Operation and Control
- Planning, Administration
- Quality Control Analysis
- Leadership
- Analyze operational reports

EDUCATION

Bachelor of Science (or Art) in Name of your major

Indiana Tech

Concentration: _____ (BOLD)

Graduation month, year

Fort Wayne, IN

GPA: ___/4.0 (only 3.0 or higher)

RELEVANT COURSEWORK (OPTIONAL)

Highlight courses, significant projects, research, presentations, act, or choose to list 4-6 course titles to demonstrate industry knowledge.

Course Name: summary of outcomes from the class (i.e.: skills gained)

SKILLS

Can be helpful for career changers. Skills can be organized in defined clusters that most support your job objective.

- Computer skills- Software, Programming Languages, Microcontrollers Relevant Programs – especially if listed on the posting
- Soft skills-communication skills, analytical skills, think independently
- Transferrable skills-skills/training you have learned from your courses that can transfer to the position

EXPERIENCE

Company Name

City, State

Position Title

Month/year- Month/year

- Using bullet points or summary statements, describe experience in terms of job functions and the overall scope of responsibilities.
- Begin with an action verb – be concise eliminating unnecessary or redundant words.
- Highlight transferable skills gained or used.
- Strive to paint a picture of work experience by describing the work environment or atmosphere.
- Quantify the work performed i.e.: “Provided instruction to ___ students in grades ___.”
- All jobs should be listed in reverse chronological order, with past jobs written in past tense and current jobs in present tense.

ACTIVITIES AND HONORS AND/OR COMMUNITY INVOLVEMENT

List extracurricular activities as they relate to the job and provide dates. Consider listing volunteer experience, organizational involvement, awards received, etc.

Dean's List, Spring 2003, Fall 2005

Vice President of Human Services Organization, Fall 2005 - present