**EDUCATION:** *(only put Education at the top if it is very recent!)*

School Name City, State

Degree Earned

**PROFESSIONAL EXPERIENCE:**

Job Title | Date Started – Date Ended City, State

Company Name

* What did you do here?
* What skills did you learn/duties did you excel at?
* Put 2-3 Bullets ranked in order of most importance/relevance (you can do more if you have space)

Job Title | Date Started – Date Ended City, State

Company Name

* Remember to only go back the last 7-10 years unless absolutely relevant
* Use the job description to match your bullet points to

Job Title | Date Started – Date Ended City, State

Company Name

* Remember to only go back the last 7-10 years unless absolutely relevant
* Use the job description to match your bullet points to

Job Title | Date Started – Date Ended City, State

Company Name

* Remember- Anything that would be nice for the employer to know but not crucial can be highlighted in your Cover Letter!
* What skills did you learn/duties did you excel at?

Job Title | Date Started – Date Ended City, State

Company Name

* You can play around with the formatting of your experience, but remember to keep it consistent across your resume. Choose one style and stick to it!
* It’s very important to maintain “white space”, ensure even alignment, same font and sizes etc.

**VOLUNTEER EXPERIENCE:** *(if you have space and it is relevant, add this!)*

Volunteer Role | Date Started – Date Ended City, State

Organization

* You can include a brief description of what you do for the organization
* If you know it- how many hours did you serve to date?