

NAME

Street, City, NC Zip

Email

828-###-####

OBJECTIVE: [Position] in/with [Field/Employer] where I can contribute X, Y, and Z

EDUCATION & CERTIFICATIONS

Southwestern Community College

Sylva, NC

Associate of [Applied] [Arts/Science] in [Program]

Month Year

- GPA: 3.9; *summa cum laude*
- National Society of Leadership and Success

Certification/Licensure

Expected Month Year

RELATED/FIELD/CLINICAL EXPERIENCE

Employer

City, NC

Title/Role

Month Year-Month Year

- Action verb describing activities, accomplishments, instrumentation, processes, technology, skills, populations, procedures, or any other related, transferrable, critical, or useful thing learned or practiced
- No specific number of bullet points – use as many as you need as long as they are relevant and specific

Employer

City, NC

Title/Role

Month Year-Month Year

- Action verb describing activities, accomplishments, instrumentation, processes, technology, skills, populations, procedures, or any other related, transferrable, critical, or useful thing learned or practiced
- No specific number of bullet points – use as many as you need as long as they are relevant and specific

[OTHER – BE SPECIFIC AND STRATEGIC ABOUT WHAT KIND] EXPERIENCE

Employer

City, NC

Title/Role

Month Year-Month Year

- Action verb describing activities, accomplishments, instrumentation, processes, technology, skills, populations, procedures, or any other related, transferrable, critical, or useful thing learned or practiced
- No specific number of bullet points – use as many as you need as long as they are relevant and specific

LANGUAGE & COMPUTER SKILLS

- Use Bullets

HONORS, LEADERSHIP, SERVICE, & PROFESSIONAL ACTIVITY (SEPARATE AS NEEDED)

- Use Bullets