

Joe Sample

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SUMMARY OF QUALIFICATIONS

In this summary, describe your skills and experiences that are specifically relevant to the position for which you are applying. Be concise and pithy—you don't have to use complete sentences. Avoid using "I" and "my." Tie in any experience that you have that relates to the job. Use numbers, stats and results if possible. Use Garamond font, 10 point or larger.

EDUCATION

Bachelor of **Type** in **Area of Study** with **Minor or Emphasis in area** *Cumulative GPA: 3.6*
Colorado Christian University, Lakewood, CO *Expected graduation: Month Year*

Scholarships and Honors

- Awarded the Trustees' Scholarship
- Awarded Dean's List recognition
- Member of the Omicron Delta Kappa Honor Society for leadership and academic achievement

Related Classes

- Performed financial analysis of a local printing company in order to help company officials consider the potential risk and gains of a new long-term asset (Business Finance)
- Examined the operations and financials of a local winery resulting in cost analysis (Managerial Accounting)

WORK EXPERIENCE

Position, Employer

City, ST *Month Year – Present*

- Results-oriented statement, might also include duties and tasks
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Residence Assistant, Colorado Christian University

Lakewood, CO *August 2016 – May 2017*

- Fostered community in a campus living environment for 25 college residents
- Developed students socially, intellectually, and emotionally
- Administered the development of a new residence hall

Accounting Tutor, Colorado Christian University

Lakewood, CO *August 2015 – May 2016*

- Assisted four undergraduate students with greater understanding of first and second level accounting concepts

SKILLS/EXPERIENCES

Proficient in Microsoft Office

College Varsity Women's Soccer (2 years)

International service projects to Costa Rica and Mexico

Teach 15+ students weekly at Red Rocks Church

Commented [BKK(1): Before submitting for a job, save as a PDF with your full name resume: Joe Sample Resume.

Commented [BKK(2): Delete address if applying for job outside or your area.

Commented [BKK(3): The format used in this template is recommended, because it is readable and quickly communicates the information employers are seeking. Limit your resume to 1 page with a separate page for references. The comments included throughout this template will give you additional guidance.

Commented [BKK(4): Replace with Science or Arts

Commented [BKK(5): Replace with what your major is in, such as Business Administration, Health Sciences, English, etc.

Commented [BKK(6): Replace with any minors or emphasis, or delete

Commented [BKK(7): Include GPA if 3.25 or above. If below 3.25, delete *Cumulative GPA*.

Commented [BKK(8): Below are examples of what you might include in this section. Either replace with the specific awards you have received or delete this section.

Commented [BKK(9): This section should contain classes that are relevant to the job. Listed here are examples of what might be included in this section. You can list classes or show results of some of your work. If you do not have related classes, delete this section.

Commented [BKK(10): List jobs in reverse chronological order. All jobs you have had in the last 10 years should be listed.

Commented [BKK(11): Focus on numbers, stats and results. Watch this short video to learn how to write results-oriented statements:
<http://www.youtube.com/watch?v=bOSKynkOgQE>

Commented [BKK(12): These last two positions are examples of what you might include in this section. Delete these examples and replace with your work experience following the same format as in the first position.

Commented [BKK(13): Below are examples of what you might include in this section. Focus on other experiences that are relevant to the job but also include experiences that demonstrate skills you possess that have not been listed elsewhere on your resume. You may also highlight a skill that is listed in work experience, but also initially or further developed through sports or volunteering.