**Ima Knight:** ###.###.#### | [iknight123@marian.edu](mailto:iknight123@marian.edu) | linkedin

**PROFESSIONAL SUMMARY**

[VIDEO](https://youtu.be/bbhdHgKqlio) [ARTICLE](https://www.careereducation.columbia.edu/resources/how-write-resume-profile-or-summary-statement) [EXAMPLES](https://www.indeed.com/career-advice/resumes-cover-letters/profile-on-a-resume) 2-4 sentences summary of who you are as it relates to the job you are applying for. High level overview of your skills and value added.

**EDUCATION**

Marian University, Indianapolis, IN:

***Bachelor of \_\_\_\_\_\_\_\_\_ in \_\_\_\_\_\_\_\_\_*** Month 20##

* Minor: Insert here; Concentration: Insert here GPA: Listed if over 3.0

**CERTIFICATIONS**

*Certification Name, Agency* Month 20##

*The Forage Virtual Work Experience: NAME OF EXPERIENCE AND COMPANY* Month 20##

**ACADEMIC PROJECTS**

*Business 109: Business Plan Competition* Mont 20##

* What was your role, how did you contribute, did you place?
* What skills did you gain during this

**PROFESSIONAL EXPERIENCE**

***Job title*** Start date-End date

Company Name, City, ST:

* Begin each bullet with a strong action verb (past tense verbs for past jobs, present tense for present jobs)
* [Action verb] --brief explanation of accomplishment] resulting in ---quantifiable outcome.
* Using %, $, etc. will draw the eye and make an impact
* Keep your sentences short and to the point. This will make it easier for a recruiter or hiring manager to read or skim.
* Tailor resume and cover letter based on desired job, using keywords from the job description

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**CO-CURRICULAR EXPERIENCE**

***Club Name/ Organization Role,*** Marian University Start date-End date

* List campus/community activities in the same format as professional experiences (see above)
* Market transferable skills that your club experience provides

***Athletic Team/Role,*** Marian University Start date-End date

* Highlight leadership positions and describe accomplishments using bullet points
* Focus on how your experiences incorporate the top six skills employers seek

***Role,*** Community Organization Start date-End date

* List community activities in the same format as professional experiences (see above)
* Market transferable skills