**YOUR NAME HERE**

###.###.#### | iknight123@marian.edu

**SUMMARY** *(1-3 sentences summarizing your resume as it relates to what you are using your resume for)*

1. Reliable, mature college freshman looking for a part-time server position where I can use my excellent people skills to gratify customers.
2. Self-motivated, productive student-athlete seeking on campus employment.
3. Motivated student experienced in serving others. Has proven customer service, organization, and communication skills.

**EDUCATION**

**Marian University, Indianapolis, IN:**

*Bachelor of Science/Arts in Major* Expected Month 20##

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

**High School Name, City, ST:**

*Type of HS diploma* Earned Month 20##

* Did you earn any dual credits or AP courses? Any academic awards or honors lists?
* GPA if over 3.0? Special or Unique classes/programs

**PROFESSIONAL EXPERIENCE**

**Company Name, City, ST:**

Job title Start date-End date

* [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. Include two to five bullet points for each experience
* Refrain from using first person on your resume (I, me, we, ours, my, etc.)
* List all experiences in reverse chronological order for each section (most recent comes first)

**ACADEMIC PROJECTS**

*Course Title & Project* Month 20##

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

**CO-CURRICULAR EXPERIENCE**

**High School Name, City, ST:**

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

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

*Athletic Team,* *Role* Start date-End date

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

**Volunteer Organization, City, ST:** *Role* Start date-End date

* Maintain consistent formatting throughout the entire document and refrain from using a template from Word or the Internet
* Restrict resume to one page in length; page should be full but not cramped