**FirstName Last Name**

(931) 123-4567 | firstname.lastname@gmail.com | Pulaski, TN 38478

**PROFESSIONAL SUMMARY**

In roughly 3-4 sentences, list the skills and personal traits you offer to an employer. These should relate directly to the position you are applying for like the following two sentences. Highly motivated professional with two years of sales experience. Resourceful problem solver, continually assessing available resources and opportunities.

**EDUCATION**

**The University of Tennessee Southern** Pulaski, TN

*Bachelor of XXXX*, Major, GPA #.#/4.0 Month 20XX

**Minor:** If Applicable, List Here

**Honors:** Listed By Their Official Title

**Somewhere High School** Somewhere, TN

*High School Diploma*, GPA #.#/4.0 May 20XX

**Honors:** Listed By Their Official Title

**PROFESSIONAL EXPERIENCE**

**Company Name** City, ST

*Position Title* Month 20XX – Present

* Begin each bullet point with a past-tense action verb/skill to communicate a successful outcome.
* Use quantifiable accomplishments and numbers as often as possible and not simply the tasks that were completed.
* Align your experiences with those shown in the job description for the position to which you’re applying.
* Keep in mind: ***Each item you list on a résumé as you begin college should be replaced by more relevant or more recent experiences by the time you graduate with your degree.***

**Pam’s Shoes & More** Ardmore, TN

*Sales Representative* June 20XX – August 20XX

* Collaborated with a team of four to maintain our inventory needs and provided excellent customer service to anyone who came into the store.
* Recruited 11 first-time customers by advertising upcoming sales and seeking opportunities to partner with community events throughout the summer.
* Awarded Employee of the Month for July 20XX for exemplary customer service and enthusiasm.

**LEADERSHIP ACTIVITIES**

**Somewhere High School Ambassadors**, *Treasurer*, Month 20XX – Month 20XX

**COMMUNITY SERVICE**

* **Habitat for Humanity**, Somewhere, TN, 20XX (12hrs)

**HONORS & AWARDS**

* **National Honor Society**, 20XX, 20XX, & 20XX