**FirstName LastName**

(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 (i.e., ability to lead, learn quickly, complete tasks efficiently), and they should relate directly to the position you are applying for like the following: Effective communicator, building rapport easily with patients from diverse backgrounds. Detail oriented, recording needed information accurately and updating reports efficiently.

**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

**RELEVANT 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.

**Organization Name** City, ST

*Position Title* Month 20XX – Month 20XX

* For previous positions, use past-tense verbs to communicate your experiences.
* Be sure to list successful outcomes and not simply the tasks that were completed.
* Each entry should include at least two and no more than five bullet points.

**STUDENT-ATHLETE EXPERIENCE**

**UT Southern Firehawks XXXX Team** Pulaski, TN

*Relevant Position Title (Team Captain, etc.)* Month 20XX – Present

* Balanced 15-hours per week of training and competitive play while maintaining a rigorous academic course load and a X.X GPA.
* Learned and executed the policies and procedures governed by the NAIA for our sport.
* Student Athlete of the Week in Month 20XX
* NAIA Academic All-American 20XX, 20XX

**ACTIVITIES**

**Office of Admissions**, *Campus Tour Guide*, Month 20XX – Present

**Campus Organization**, *Position Title*, Month 20XX – Present

**SKILLS**

It’s best to tailor these to the ones they most require in the jobs you’re applying for. They can be listed here separated by commas or in bullet points.