**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

**Certifications:** If Applicable, List Here

**Honors:** Listed By Their Official Title

**CERTIFICATIONS**

Red Cross Adult and Pediatric FA/CPR/AED, Adult, Child & Infant

Standard First Aid, American Red Cross

**RELEVANT EXPERIENCE**

**Company Name** City, ST

*Position Title* Month 20XX – Present

* Action verb/skill to communicate a successful outcome.
* Use quantifiable accomplishments and numbers as often as possible.
* 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 three and no more than five bullet points.

**OTHER PROFESSIONAL EXPERIENCE**

**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.

**ACTIVITIES**

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

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