**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

**Honors:** Listed By Their Official Title

**TEACHING EXPERIENCE**

**School 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.

**Richland Elementary School** Lynnville, TN

*Band Intern* Month 20XX – Present

* Coached more than 50 students in marching fundamentals and playing techniques used in marching band settings.
* Instructed fundamental elements of musicianship to high school trumpet students.

**OTHER 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.

**ACTIVITIES**

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

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

**PROFESSIONAL MEMBERSHIPS**

**National Association for Music Education**, 20XX – Present

**TECHNICAL SKILLS**

* Use this section to communicate specific skills you were unable to share or those you want to highlight specifically.