**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

**CERTIFICATIONS**

**Ethical Leadership Certification**, *NASBA*, July 20XX

**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.

**KPMG** Nashville, TN

*Tax Intern* May 20XX – August 20XX

* Prepared individual income tax returns and participated in several field audits for more than 50 customers in Davidson County.
* Compiled financial statements and related bookkeeping to provide research data that contributed to an internal Earnings & Profit Tax Basis study.

**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