**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

**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.

**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

**TECHNICAL SKILLS**

* As a rule of thumb, try to communicate your skills effectively ***within*** your bullet points throughout your document.
* Use this section to communicate specific skills you were unable to share or those you want to highlight specifically.