**YOUR NAME**

*Tip: Search the internet for multiple examples of resumes in the field in which you are applying, so you can get ideas of phrases and descriptive words to include in your resume.*

*Tip: Never use “I” in a resume.*

City, ST | Telephone | Email | (optional) LinkedIn account

**SUMMARY**

*Tip: The summary should be about what you can offer the company, not what your goals are. What kinds of attributes are they looking for in this position?*

This section highlights a job seeker's professional skills and experience; gives hiring managers a glimpse into the job seeker's expertise before diving into their resume.

*Tip: If you have bullet points, you must always have at least 2 under each section.*

**SKILLS & ABILITIES**

* List skills and abilities that fit the job for which you’re applying
* More skills and abilities

*Tip: Put your most recent educational experience first. You can add in more schools, jobs, or other sections of the resume, if needed, but just be sure to maintain the same formatting.*

* More skills and abilities
* More skills and abilities

**EDUCATION**

**Degree Title - example Master of Business Administration, Finance** Month & year

*Institution Name, GPA(but only if it’s high), Valedictorian, Cum Laude, etc.? City, State*

**Degree Title - example Bachelor of Science, Psychology** Month & year

*Institution Name, GPA (but only if it’s high), Valedictorian, Cum Laude, etc.? City, State*

*Tip: Put your most recent job/relevant clinical rotation/ internship first. You can have separate headers for* ***Work Experience*** *&* ***Internships/Practicums****, if you prefer. Header names can be changed and/or moved around on the page to a different section, if desired. You can even add in new headers not listed on this template! Be sure to only include headers that are relevant to your actual experiences.*

**EXPERIENCE**

**Most Recent Job Title**  Month & year - Present

*Current Facility/Employer City, State*

* This is the place for a brief summary of your key responsibilities and most stellar accomplishments
* More responsibilities/accomplishments

**Next Most Recent Job Title** Month & year - Month & year

*Current Facility/Employer City, State*

* This is the place for a brief summary of your key responsibilities and most stellar accomplishments

*Tip: Use active verbs when discussing your responsibilities & accomplishments. Make sure each phrase is formatted the same (i.e., have periods or not, beginning each phrase with a verb, etc.).*

* More responsibilities/accomplishments

**LEADERSHIP**

* Are you president of your fraternity, head of the condo board, or a team lead for your favorite charity? You’re a natural leader—tell it like it is!, Month, Yr
* What other leadership experiences have you had?, Month, Yr

**COMMUNITY SERVICE**

* List any relevant community service, Month, Yr
* List any relevant community service, Month, Yr.

**CERTIFICATIONS & AWARDS**

* List any certifications and/or awards you received
* List more certifications and/or awards you received

***Tip: Don’t forget to delete all these Tip boxes before submitting your resume!***