**YOUR NAME**

Email. Phone. LinkedIn URL (optional)

**Education**

Degree and Major (i.e. Associate of Science in Teaching) Graduate Date

Volunteer State Community College: Gallatin TN

**Relevant Experience**

*Job Title* Dates of Employment

Organization: City, State

* Describe your responsibilities, achievements, and skills here
* Use the formula Action Verb + Who/What + How/Why/ + Quantify when appropriate
* **i.e., Developed (action verb) innovative programs (what) to encourage learning for children ages 10-12 (why)**

*Job Title*

Organization: City, State

* Bullet format is preferred by most companies though paragraph format is another option
* Focus on results, skills, leadership, initiative and teamwork

**Campus/Organization Involvement**

*Role/Title*

Organization: Volunteer State Community College Dates of Involvement

* Action Verb + Who/What + How/Why
* **i.e.** **Collaborated (action verb) with Campus Activity Board (CAB) executive board members (who) to increase membership from 10 to 20 members (why)**

**Skills/Competencies**

Include technical skills such as computer software, language skills, communicate key qualifications.

i.e.

Experienced in Visual Design:InDesign, Illustrator, Photoshop, After Effects, LightroomProficient in 3D Modeling and 2D Drafting:Rhino, AutoCAD, Autodesk Fusion 360Advanced in Programming: HTML, CSS

i.e.

Command of verbal and written French language

Results oriented

Proven adaptability and problem-solving abilities

Excellent customer service