**First Name Last Name**

(###) ###-#### | [email@email.com](mailto:email@email.com) | [www.linkedin.com/in](http://www.linkedin.com/in) | City, ST

**EDUCATION**

**Black Hills State University** Spearfish, SD  
*Bachelor of Science/Art in Degree* Month Year  
Minor in (If applicable) GPA: 3.5/4.0 (optional)

**Study Abroad University/Institution** City, Country  
*Program of Study* Month Year – Month Year  **RELEVANT EXPERIENCE**

**Company/Organization** City, ST  
*Position/Title* Month Year – Month Year

* Start with a strong action verb and follow the format “Performed X by doing Y resulting in Z”
* Highlight your accomplishments, how you helped a company do better/added value, or core responsibilities and skills developed
* Tailor your bullet points (minimum of 2) to the position you are applying to (job description)

**Company/Organization** City, ST  
*Position/Title* Month Year – Month Year

* Start with a strong action verb and follow the format “Performed X by doing Y resulting in Z”
* Highlight your accomplishments, how you helped a company do better/added value, or core responsibilities and skills developed
* Tailor your bullet points (minimum of 2) to the position you are applying to (job description)

**LEADERSHIP EXPERIENCE**

**Company/Organization** City, ST  
*Position/Title* Month Year – Month Year

* Begin with action verb(s) to describe tasks, accomplishments
* Prioritize list from most to least important relevant to the job/internship description

**PROFESSIONAL ORGANIZATIONS & AFFILIATIONS**

**Organization,** *Position Title/Member* Month Year – Month Year  
**Organization,** *Position Title/Member* Month Year – Month Year  
**Organization,** *Position Title/Member* Month Year – Month Year

**SKILLS**

• Hard Skill • Hard Skill  
 • Hard Skill • Hard Skill

**ADDITIONAL EXPERIENCE**

**Company/Organization** City, ST  
*Position/Title* Month Year – Month Year

* Bullet points are optional here. If you use bullet points, use a minimum of 2
* Structure bullet points the same as above