**Your Name**

Street Address, City, State, Zip  
Phone Number | Email Address

**Date available to begin work:**  Immediately

**SUMMARY STATEMENT**

Provide a 1 – 2 sentence summary of your qualifications. This can include your relevant experiences (paid and unpaid), relevant course projects, leadership experiences, etc.

EXAMPLE: College educated with 4 years of managerial experience working in Finance, Operations and Customer Relations. Strives to exceed professional and personal goals. Strong written and verbal communication skills.

**PROFESSIONAL SKILLS**

|  |  |
| --- | --- |
| **Education** | [Insert your full degree] from St. Mary’s College of Maryland. |
| **Employment** | Provide a 1 – 2 sentence summary of your professional skills (i.e., certifications, relevant technical skills, language skills, etc.)  EXAMPLE: My self-motivation, hard work and dedication all contribute to the continuing success of my employer. Technically competent. Natural leader and team player. |
| **Personal** | Provide a 1 – 2 sentence summary of your personal skills  EXAMPLE: Strong work ethic with a positive approach. Continuously striving to achieve goals and exceed expectations. Organized and focused. |

**RELEVANT EXPERIENCE**

**Job Title**,dates - dates

**Organization Name,** City, State  
**Salary**: [insert your salary (i.e., $12.50 per hour)

**Job Type**: x hours per week, Full-Time/Part-Time  
**Supervisor:** Supervisor’s Name, Supervisors Phone Number

*Provide your description of duties, and identify your major roles, responsibilities and accomplishments.*

SKILL CATEGORY

* Verb something that you do/did
* Verb something that you do/did

SKILL CATEGORY

* Verb something that you do/did
* Verb something that you do/did

**RELEVANT COURSE PROJECTS**

**Job Title**,dates - dates

**Organization Name,** City, State  
**Salary**: [insert your salary (i.e., $12.50 per hour)

**Job Type**: x hours per week, Full-Time/Part-Time  
**Supervisor:** Supervisor’s Name, Supervisors Phone Number

*Provide your description of duties, and identify your major roles, responsibilities and accomplishments.*

SKILL CATEGORY

* Verb something that you do/did
* Verb something that you do/did

SKILL CATEGORY

* Verb something that you do/did
* Verb something that you do/did

**RESEARCH EXPERIENCE**

**Job Title**,dates - dates

**Organization Name,** City, State  
**Salary**: [insert your salary (i.e., $12.50 per hour)

**Job Type**: x hours per week, Full-Time/Part-Time  
**Supervisor:** Supervisor’s Name, Supervisors Phone Number

*Provide your description of duties, and identify your major roles, responsibilities and accomplishments.*

SKILL CATEGORY

* Verb something that you do/did
* Verb something that you do/did

SKILL CATEGORY

* Verb something that you do/did
* Verb something that you do/did

**LEADERSHIP EXPERIENCE**

**Job Title**,dates - dates

**Organization Name,** City, State  
**Salary**: [insert your salary (i.e., $12.50 per hour)

**Job Type**: x hours per week, Full-Time/Part-Time  
**Supervisor:** Supervisor’s Name, Supervisors Phone Number

*Provide your description of duties, and identify your major roles, responsibilities and accomplishments.*

SKILL CATEGORY

* Verb something that you do/did
* Verb something that you do/did

SKILL CATEGORY

* Verb something that you do/did
* Verb something that you do/did

**CAMPUS INVOLVEMENT**

**Job Title**,dates - dates

**Organization Name,** City, State  
**Salary**: [insert your salary (i.e., $12.50 per hour)

**Job Type**: x hours per week, Full-Time/Part-Time  
**Supervisor:** Supervisor’s Name, Supervisors Phone Number

*Provide your description of duties, and identify your major roles, responsibilities and accomplishments.*

SKILL CATEGORY

* Verb something that you do/did
* Verb something that you do/did

SKILL CATEGORY

* Verb something that you do/did
* Verb something that you do/did

**OTHER WORK EXPERIENCE**

**Job Title**,dates - dates

**Organization Name,** City, State  
**Salary**: [insert your salary (i.e., $12.50 per hour)

**Job Type**: x hours per week, Full-Time/Part-Time  
**Supervisor:** Supervisor’s Name, Supervisors Phone Number

*Provide your description of duties, and identify your major roles, responsibilities and accomplishments.*

SKILL CATEGORY

* Verb something that you do/did
* Verb something that you do/did

SKILL CATEGORY

* Verb something that you do/did
* Verb something that you do/did

**EDUCATION**

**[Insert your full degree]**, Expected Graduation Date

St. Mary’s College of Maryland, St. Mary’s City, MD, GPA: x

**CERTIFICATIONS/ACHIEVEMENTS**

**Name of Certification**, Date of Certification

Certifying Organization Name, City, State

**PROFESSIONAL TRAINING**

**Conference/Training Name**, Conference/Training Date: x hours

Organization Name, City, State

**VOLUNTEER EXPERIENCE / COMMUNITY SERVICE**

**Job Title**,dates - dates

**Organization Name,** City, State  
**Salary**: [insert your salary (i.e., $12.50 per hour)

**Job Type**: x hours per week, Full-Time/Part-Time  
**Supervisor:** Supervisor’s Name, Supervisors Phone Number

*Provide your description of duties, and identify your major roles, responsibilities and accomplishments.*

SKILL CATEGORY

* Verb something that you do/did
* Verb something that you do/did

SKILL CATEGORY

* Verb something that you do/did
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