

# Name

Address

City, State Zip Code

Primary Phone Number including area code • Professional Email

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## SUMMARY OF QUALIFICATIONS

It is typically about 4 to 5 sentences. When writing “Summary of Qualifications” think about the following: What are you bringing about that is different? Who are you and what are you about on paper? Be specific. Express why you would be the best candidate for the position honing in on your great skills and abilities. Use those adverbs and adjectives. This is describing what you have to offer and what YOU bring to the table. Cover your greatest achievements, presenting you as a well-rounded candidate with diverse talents. Tip: Focus on what the employer wants and needs in an employee—not what you want or need.

## EDUCATION

**Degree - Major, Month Year Graduated/Graduating**

University Name - City, State

## WORK EXPERIENCE

**Company Name – City, State**

**Position Title (Month Year-Month Year)**

- You will want to have bullet points
- These bullet points express your responsibilities while working under this role for this particular company
- Keep in mind when you are writing your bullet points to focus on what you accomplished for that company and what impact you had instead of listing your job responsibilities in a “laundry list”/task format
- FYI employers love numbers, statistics, and percentages. Employers are looking at how specific candidates stand out. They are looking to see how you accomplished specific tasks and went above and beyond
- Your bullet points should quantify information and demonstrate results where possible

## LEADERSHIP ROLES AND INVOLVEMENT

**Organization Name**

**Position Title (Month Year-Month Year)**

- You will want to have bullet points of your accomplishments in this role here
- Bullet points will continue

## AWARDS AND HONORS

- List Award
- List Scholarship
- List Scholarship

**Possible Sections:** Summary of Qualifications, Qualifications Summary, Personal Summary, Professional Summary, Profile, Certifications and Licenses, Certification and Licensure, Certifications, Work Experience, Experience, Professional Experience, Internships, Study Abroad, Leadership Roles and Involvement, Awards and Honors, Achievements, Accomplishments, Honors, Awards, Community Involvement, Volunteer Work, Extracurricular Activities, Professional Skills, Skills, Skills and Abilities, Conference Attendance, Intercollegiate Athletics, Varsity Sports, Health and Wellness Experience, etc. (There may be others specific to your field, or others that reflect your strengths that are relevant for a particular job, so make sure to get advice from advisors, faculty, staff, Career Connections and/or other professionals about what sections to include).

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## REFERENCES

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Company/University Name

City, State

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