https://image.freepik.com/free-icon/telephone-handle-silhouette_318-41969.png**Name**

125 W. Cooper, Box xx (555) 555-5555

http://cdn1.buuteeq.com/upload/24280/email-icon-1.png.454x454_default.pngSterling, KS 67579 [xxxxx@gmail.com](mailto:xxxxx@gmail.com)

www.linkedin.com/in/YourName

**Summary of Skills**

* Excellent time management, teamwork, organization, and communication skills
* Proficient in the use of Microsoft Office programs, Mac Pages, and Photoshop
* Exemplary problem-solver able to identify problems and implement corrective processes

**Education**

Sterling College,Sterling, KSAnticipated May 2018

Bachelor of Arts in xxxxxxxxxxxxx

GPA: 3.20/4.00

**Relevant Courses:**

Marketing Research Introduction to Operations Management

Introduction to Marketing Business Information Management

Marketing Communications Legal Environment of Business

**Work Experience**

Title, Company Name April 2016-Present

City, State

* Include a few bullets describing the results of your work; highlight transferable skills
* Quantify the results with numbers, dollars, or percents if you can
* Begin each bullet with a powerful verb

Title, Company Name June 2014-April 2016

City, State

* Sold $1,000 in merchandise daily, serving 50-80 customers per day
* Grew membership from 49 to 76 in one year through active involvement in community events
* Increased pass rate of students from 67% to a record high of 93% on state proficiency testing

Resident Assistant, Sterling College August 2013-May 2014

Sterling, KS

* Ensure 30-40 residents in assigned hall are safe and adhere to life covenant and dorm rules
* Oversee check-in/check-out process ensuring the proper condition of all rooms is maintained
* Plan, organize, and host monthly community-building dorm hall events within budget
* Provide counsel and resolve conflicts between residents

**Honors & Activities**

* Sterling College Varsity Football 2015-Present
  + Dedicate 15 hours/week to practice, weight lifting, and team meetings
  + Mentor younger teammates in the importance of determination and work ethic
  + Adapt to different positions based on team needs
* Sterling College Presidential Academic Scholarship 2016
* Colorado Springs Youth Basketball/Volleyball Camps 2011-2015