



JOHN H. SMITH

CONTACT ME



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125 W. Cooper, Box xx
Sterling, KS 67579

KEY SUMMARY OF SKILLS

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

EDUCATION anticipated May 2019

Sterling College, Sterling, KS
Bachelor of Arts in xxxxxxxxxxxxxxxxxxxx
GPA: 3.20-4.00

Relevant Courses:

- Introduction to Operations Management
- Business Information Management
- Legal Environment of Business
- Marketing Research
- Introduction to Marketing
- Marketing Communications

SKILLS

Photoshop:



Illustrator:



Photography:



InDesign:



LINKS

Website:

www.yourwebsite.com/in/YourName

Instagram:

[yourinstagramname](#)

Behance:

www.behance.com/in/YourName

WORK EXPERIENCE

April 2016-Present

Title
Company Name
City, State

Include a few bullet points 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

June 2014-April 2016

Title
Company Name
City, State

Sold \$1,000 in merchandise daily, serving 50-80 customers

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

August 2013 - May 2014

Title
Company Name
City, State

Ensure 30-40 residents in assigned hall are safe and adhere to life covenant and dorm rules

Oversee check-in and check-out process ensuring the proper condition of all rooms is maintained

Plan, organize, and host monthly community-building dorm hall events within budget

HONORS AND ACTIVITIES

- Sterling College Varsity Football {2015-Present}
- Presidential Academic Scholarship {2016}
- Colorado Springs Sports camps {2011-2015}
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