**Your Name**

(555) 555-5555

[xxxxx@gmail.com](mailto:xxxxx@gmail.com)

LinkedIn.com/in/YourName

**Summary of Skills**

* Excellent time management, teamwork, organization, and communication skills
* Exemplary problem-solver able to identify problems and implement corrective processes
* Bullets highlighting your qualifications for the job, even use phrases from the job posting

**Education**

Sterling College,Sterling, KSAnticipated May 2020

Bachelor of Arts/Science in xxxxxxxxxxxxx

GPA: 3.20/4.00

**Relevant Courses:**

Marketing Research International Economics and Finance

Portfolio Management Business Information Management

Marketing Communications Legal Environment of Business

**Work Experience**

Title, Company Name April 2018-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 2016-April 2018

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 2015-May 2016

Sterling, KS

* Ensured 30-40 residents in assigned hall were safe and adhered to covenant and dorm rules
* Oversaw check-in/out process ensuring the proper condition of all rooms was maintained
* Planned, organized, and hosted monthly community-building dorm hall events within budget
* Provided counsel and resolved conflicts between residents

**Honors & Activities**

* Sterling College Varsity Football 2016-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 2017
* Colorado Springs Youth Basketball/Volleyball Camps 2011-2015