

## **Your Name** (16-18 point)

City, State • Telephone number • Professional e-mail address \_\_\_\_\_

### **SUMMARY**

(strong trait) college junior pursuing a \_\_\_ degree with (a passion for/interest in (or) seeking a \_\_\_\_\_ position). Excellent \_\_\_ and \_\_\_ skills. Highly \_\_\_ with the ability to \_\_\_ and \_\_\_. (Describe hard and soft skills relevant to career goal)

### **EDUCATION**

#### **University of Houston-Downtown – Houston, TX**

Master of Arts in Rhetoric and Composition

Month Grad YR

(\*\*\*\*\*THIS SUB-SECTION IS OPTIONAL\*\*\*\*\*)

**Honors or Awards:** List name of each award/scholarship and date awarded

**Thesis or Special Project:** List title here

#### **List Undergraduate College Or University, City And State**

Bachelor of Arts (or Science) in \_\_\_\_, **cum laude** (if applicable)

Month Grad YR

(\*\*\*\*\*THESE SUB-SECTIONS ARE ALL OPTIONAL\*\*\*\*\*)

**Minor:** List the subject in which you minored

**Honors:** Scholarships (list full name of each scholarship and year awarded)

**Awards:** List name of each award and date awarded

### **RELEVANT PROJECTS/RESEARCH** (Optional)

#### **University of Houston-Downtown – COURSE TITLE**

Position Title (Such as Project Member, Project Leader, Student Researcher) Month YR – Month YR

- BULLET POINT FORMAT: Action verb + What you did/How you did it + Measurable outcomes
- Begin every bullet point with a strong action verb
- Focus on accomplishments and results, what you learned and skills you gained
- Use strong action verbs to explain what you did and quantify, if possible

### **PROFESSIONAL EXPERIENCE** (List in reverse chronological order)

#### **Name of Business or Organization - City, State**

Position Title

Month YR – Month YR

- Begin each bullet point with a strong action verb
- Use industry specific key words
- If it happened in the past, make sure you use the past tense
- Avoid repetition: try not to use the same words and / or phrases over and over again

#### **Name of Business or Organization - City, State**

Position Title

Month YR – Month YR

- Do not repeat a skill unless you are demonstrating it in a different context
- Use industry keywords / buzzwords

### **SKILLS**

List industry specific software or computer skills, language skills (with descriptions such as “written and spoken” “proficient in,” “native speaker in,” “fluent in,” “conversational”)

### **COMMUNITY ENGAGEMENT** (Optional)

Name of Professional Association, Position Held, Year(s) you held that position

Name of Volunteer Organization, Position Held, Year(s) you held that position