**First and Last Name**

123 Street • City, ST 12345

(123) Phone-Number • myemail@domain.com

Education

 Arkansas State University, Jonesboro, AR

 **Bachelor of Science** in Interdisciplinary Studies May 2016

* Emphasis: **Management, Computer Science, Health** GPA 3.58/4.0

 University of Hong Kong

 **Study abroad**, 24 credit hours January 2013 – June 2013

* Developed cultural and language fluency through study and community engagement

Experience

 Company, City, State August 2013 – December 2013

 **Intern**

* Accomplishment statements beginning with an action verb followed by what and result

 Local Pharmacy, City, State June 2011 – January 2013

 **Customer Service Representative**

* **Improved** customer service time by **2.3 minutes** and ratings by **14%** through the development and application of new drive-thru procedures

 Dining Establishment, City, State August 2008 – June 2011

 Server/Hostess

* Self-explanatory titles such as clerk, stock person, cashier, do not need explanation unless you contributed beyond the general tasks and expectations

PROJECTS and RESEARCH (or) PUBLICATIONS and PRESENTATIONS

 (For Engineering, Research, Computer Science, or other field to emphasize special projects)

 **Project Title** Month Year – Month Year

 Four member team utilized these resources to create, research, study X and developed or solved X need or problem. X was implemented with these results.

Skills/Certifications(Only list those in which you are proficient and current)

 C++, HTML, Java…, Expert in Microsoft Word, Excel; Billing Software

 Arkansas … License # xxx01

 **CPR** Certified, Cisco Certified…

 Fluent in oral and written **Spanish**, Intermediate **Chinese**, Native **?** (Do not list your native language if you are in your native country (i.e. English if you are from and working in the US.)

Leadership/activities/AWARDS

Organizations/Volunteer work (Professional, College, Chamber, Civic, etc…), list roles and titles

 Organization Name, Position held (**Treasurer**, Committee Chair, etc…) Month Year – Month Year

* Accomplishment, Contribution, Achievement, Award…

 Dean’s List, Chancellor’s List

 Arkansas Challenge Scholarship

Tips:

Different section labels whether left, right or centered, may be more appropriate depending on your field or experience. Minimum of 1” side and ½” top/bottom margins. Do not insert a photograph or graphics or icons. Make sure your social media content is appropriate - employers look. Anything on the resume is fair game for questions during an interview. Rehearse, rehearse, and rehearse.