**Your Name**

E-Mail • Phone # • LinkedIn URL/Portfolio link (if you have one)

**EDUCATION** *(Study Away experience should be listed here as well)*

**Centenary University**, Hackettstown, NJ Anticipated Graduation: May 2023

Degree (BA, BS, BFA, etc.) in [subject]; Concentration/Minor in [subject]; Graduation Year (if alum)

**PROFESSIONAL EXPERIENCE** *(Internship experiences can also go in this section)*

**Company Name**, City, State Month Year Started – Month Year Ended

*Title at Job*

* What you do/what you did, and *why you did it* - include **results** and **specifics**!
* Average 3-5 bullet points per job (more for recent jobs, less for older jobs)
* Incorporate words and phrases from the job description
* Bullet points for current jobs should be written in present tense; bullet points for previous jobs should be written in past tense
* Don’t forget about “Resume Speak” - the unique style that has become the standard for resume writing. This includes:
	+ First Person Implied (take out personal pronouns like “I,” “me,” or “my”)
	+ Omit unnecessary articles (like “the,” “a,” and “an”)
	+ List experiences in reverse chronological order (most recent first)

**The Daily Planet**, Metropolis, NY Sept 2020 – May 2021

*Journalist*

* Add Content
* Add Content
* Add Content

**Wayne Enterprises**, Gotham City, NY Summer 2020

*BatTech Intern*

* Add Content
* Add Content
* Add Content

**VOLUNTEER AND LEADERSHIP EXPERIENCE** *(This section title can be changed to fit your specific needs)*

**NCAA Athlete**, Men’s Basketball*,* Centenary University Sept 2019 – present

* Team Captain – run warmups and drills, motivate players, schedule practices

**Jurassic Park Cleanup Trip**, Isla Nublar, Costa Rica (sponsored by Centenary University) Summer 2019

* Picked up trash and litter, made friends with dinosaurs

**Jedi Training Academy**, Coruscant Jan 2010 – May 2020

* Served on Jedi Council, trained Padawans, granted the rank of Master

**SKILLS** *(Do not include soft skills - add those to Professional Experience bullets in context)*

* + Proficient in MS Word, Excel, and PowerPoint; Adobe Photoshop and Illustrator; Canva; Quicken
	+ Experienced in Social Media using Twitter, Instagram, and TikTok
	+ List any certifications or licenses (CPR, First-Aid, etc.)
	+ List any languages spoken (other than English)

**RED TEXT IS FOR YOUR REFERENCE AND SHOULD BE DELETED BEFORE SUBMITTING YOUR RESUME!**