

YOUR NAME HERE

Telephone · E-mail

PERSONAL SUMMARY

- 3-4 points...Opportunity to provide an overview of the skills and experiences that make you unique. Be specific!
- Emphasize key strengths, describe transferrable skills, and clarify a life objective.

EDUCATION

School Name, City, AZ

Month & Year

- Honors, GPA
- Certifications, Leadership of Student Organizations, Sports, etc.

LEADERSHIP EXPERIENCE

Group/Organization Name, City, Abbreviate State

Month Year – Month Year

Position Title

- Achievements... 2-3 points... Describe actions and results related to projects and tasks performed. Each bullet should cover skill, context, and result.. Use action verbs and quantify results. Avoid providing a list of JOB TASKS.
- Highlight the skills, knowledge and abilities that are most relevant to the role you are applying for
- Utilize the STAR format. SITUATION/TASK: Define a specific project, task or issue...ACTION(S): What were YOUR contributions, accountabilities, and deliverables in this situation...RESULTS: What were the outcomes and achievements of this effort? (whenever possible, provide measurable outcomes, eg: increased profits by X%, etc)

Group/Organization Name, City, Abbreviate State

Month Year – Month Year

Position Title

- Achievements.....2-4 points
-

Group/Organization Name, City, Abbreviate State

Month Year – Month Year

Position Title

- Achievements.....2-4 points
-

Group/Organization Name, City, Abbreviate State

Month Year – Month Year

Position Title

- Achievements.....2-4 points
-

ADDITIONAL INFORMATION

- List Leadership, Personal Achievement, Community Involvement
- Technical or Special Skills, Language Proficiencies
- Something that tells me about you as a person (but isn't personal). For example, Musician; Been in school marching band for 3 years

Month Year – Month Year