

Your Name (16-18 point)

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

SUMMARY

(strong trait) college senior 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 Nonprofit Management

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

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