**First and Last Name**

Address ● Phone ● Email ● Pronouns

LinkedIn/Online Portfolio Link

**OBJECTIVE:**

Seeking a [insert position] at [insert place] that uses my [insert three key skills you are most proud of that you bring to the table].

**EDUCATION:**

**Jefferson Community and Technical College**  Louisville, KY

Degree Dates of attendance

*Concentration/major*  GPA

**CERTIFICATIONS** **Licensures, & Proficiencies:**

Organization, *Certification* Month/Year Certification was Received

**SKILLS & ABILITIES:**

* List 4-6 skills that are relevant for your major/career path.
* Include relevant transferable skills- the skills you can transfer from one position to another.
* Look at learning/course objectives on your syllabi, job descriptions, and [ONET](https://www.onetonline.org/) for help in finding relevant skills.
* Write the skill statements *differently* from your experience statements.
* Focus more on the hard and soft skills you’ve gained holistically and less on daily responsibilities.

**RELATED PROFESSIONAL EXPERIENCE:**

**Name of Company** Location

*Title of Position*  Month/Year - Present

* This section should detail your current and past work experience and should be ordered in each section in reverse chronological order.
* Bullet point your job descriptions and focus on accomplishments, routine duties, and try to quantify when possible.
* Start each sentence with an action verb such as” create,” “demonstrated,” or “performed.”
* See the CREW Career Center Resume Packet to better understand the SOAR Method.

**Name of Company** Location

*Title of Position*  Month/Year - Month/Year

* Example for a role in the past- *Created layout and color scheme for volunteer brochure*.

**ADDITIONAL WORK EXPERIENCE:**

**Name of Company** Location

*Title of Position* Month/Year - Present

**COMMUNITY ENGAGEMENT & ACCOMPLISHMENTS:**

* **Organization giving the award**, *Award Name* Month/Year Award was Received
* **Organization you belong to**, *Position in Organization* Month/Year - Present