**FirstName LastName**

Martin, TN 38237 | 731.123.1234 | firstnamelastname@gmail.com

**SUMMARY OF QUALIFICATIONS**

* List in three to five bullets the skills and personal traits you offer an employer
* These bullets should relate directly to the position of interest – see following two samples
* Highly motivated professional with two years of sales experience
* Resourceful problem solver, continually assessing available resources and opportunities

**EDUCATION**

**University of Tennessee at Martin**; Martin, TN | *Degree, Major*; Month 20XX

* Minor
* GPA: #.#/4.0

**Community College**; Somewhere, TN | *Degree*; Month year

* GPA: #.#/4.0

**EXPERIENCE**

**Company**; City, ST | *Position Title*; month year – present

* Action verb/skill to communicate outcome success
* Use numbers as often as you can
* Align with needs of the job

**Organization**; City, ST | *Position Title*; month year – month year

* For positions in the past, use past tense verbs
* List successes, not just tasks completed
* Entries will typically include 3 to 5 bullets

**Business Fraternity**; Martin, TN | *President*, Jan 20XX – present

* Lead organization of 50 and executive committee of five (5) to meet mutual goals
* Recruit members, educating on available programs and resources, exceeding goals
* Develop presentations, communicating confidently to faculty, students and administration
* Write emails and design flyers to market organization to student body of 6000

**John's Grocery Store**; Martin, TN | *Cashier*, May 20XX – Aug 20XX

* Assessed inventory needs, collaborating with a team of five to maintain required levels
* Communicated proactively with customers, regularly sought out by repeat customers
* Awarded employee of the month, recognized for strong customer service

**TECHNICAL SKILLS**

* Proficient with Microsoft Word, Excel, and PowerPoint
* Familiar with Prezi and Microsoft Access

**ACTIVITIES**

**Social Fraternity**: *Vice President of Membership*, 20XX – present

**Office of Admissions**: *Student Recruiter*, 20xx – 20XX