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 Science in Technical Communication   *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*

List 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