**Name**

Address City, State Zip Code

Phone number

Email Address

**EDUCATION**

**Creighton University**, City, State Graduation Date (Month Year)

*Degree You’re Pursuing* GPA: (if 3.0+)

Major, Minor, Tracks

**High School Name or Study Abroad College (optional)**, City, State Graduation Date (Month Year)

*High School diploma* GPA: (if 3.0+)

**EXPERIENCE (or RELEVANT EXPERIENCE or INDUSTRY EXPERIENCE)**

**Company/Organization**, City, State Month Year – Month Year (or “Present”)

*Title*

* Utilize [www.jobhero.com](http://www.jobhero.com) to generate bullet points or Google similar positions
* Use the “*What, How, and Why*” method for building descriptive bullet points
* Quantify accomplishments whenever possible
* Think about the skill you want to show, and then what exemplifies that skill

**Company/Organization**, City, State Month Year – Month Year (or “Present”)

*Title*

* There is no set number of bullet points for each example. What are the most critical accomplishments and skills you used?
* Use present tense verbs for current involvements, and past tense for experiences that have concluded
* Do not use "I" "we" or "my" pronouns
* Avoid phrases like “responsible for” and “duties include”

**Company/Organization**, City, State Month Year – Month Year (or “Present”)

*Title*

* Bullet points can become shorter and less detailed in the lower sections
* If you use punctuation at the end of a bullet point, stay consistent throughout the entire document

**ACTIVITIES & SERVICE (Optional: RESEARCH, PUBLICATIONS, PRESENTATIONS, AWARDS, HONORS, etc.)**

**Company/Organization**, City, State Month Year – Month Year (or “Present”)

*Title/Position*

* Explanation optional

**SKILLS (or SKILLS & CERTIFICATIONS)**

Certification(s), Computer and/or Foreign Language Skill(s)

Do NOT include “soft skills” i.e., Communication, teamwork, leadership, and detail-oriented