Your Name

Current Street Address *[optional]* | City, State, Zip Code | name@email.com | Phone Number | LinkedIn/Portfolio Link

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PROFESSIONAL SUMMARY STATEMENT [optional title]
How to write a summary: https://www.indeed.com/career-advice/resumes-cover-letters/writing-a-resume-summary-with-examples

PROFESSIONAL EXPERIENCE *[multiple industry sections are optional, otherwise do one "Experience" section]*

Company | City, State   Month Year – Present
Position Title
- Beginning with your most recent position, describe your experience, skills, and resulting outcomes in bullet form
- Begin each line with an action verb and include details that will help the reader understand your accomplishments, skills, knowledge, abilities, or achievements
- Avoid having 1-3 words go to a second line with a bullet point

Company | City, State   Month Year – Month Year
Position Title | Specific Department *[Optional]*
- With your next-most recent position, describe your experience, skills, and resulting outcomes in bullet form
- Quantify where possible and show results
- Do not use personal pronouns; each line should be a phrase rather than full sentence

Company | City, State   Month Year – Month Year
Position Title
- Try to have 3-5 bullet points for each position unless you are tight on space
- Your bullet points should use at least ¾ of the line if not reach the end of the line
- It is okay for some bullet points to be 2 lines, but they should NEVER be three lines or multiple sentences
- Avoid having too many 2 line bullet points

SKILLS & INTERESTS *[Optional]*

Technical: List, Each, Skill, Using, Commas, Like, Adobe InDesign (Beginner), Python (Advanced), R (Intermediate)
Languages: Spanish (Fluent), French (Advanced), English (Advanced)

COMMUNITY INVOLVEMENT EXPERIENCE *[Optional]*

Organization | CUW | Mequon, WI
Role   Month Year – Month Year
- You can list multiple roles for the same org under one organization
Role   Month Year – Month Year
- The top date (on the organization/location line) can list your entire length of membership while the other lines can list the specific dates you were in that organization

EDUCATION

Concordia University - Wisconsin| Mequon, WI   *[Graduation Date]* **Month Year**
Bachelor of Science/Arts: Major(s)-Concentration
- Certificate(s) *[If applicable]*
- Relevant Honors, Awards, Etc. *[Optional]*