**Name (first, middle initial & Last)**

example@gmail.com | 123.456.7899 |1234 Example Rd. Detroit, MI 12345

**Education**

**Example State University** New York, NY Graduation: December, 2014

      Bachelor of Example Degree (BBA)

       Concentration: Example Management

Minors: Example & Example

**Work Experience**

**Example Manager** *(Company Name)* Detroit, MI January 2017 – Present

* Bulletpoints about what you do and have accomplished (Present Tense)
* Bulletpoints about what you do and have accomplished (Present Tense)
* Bulletpoints about what you do and have accomplished (Present Tense)
* Bulletpoints about what you do and have accomplished (Present Tense)
* Bulletpoints about what you do and have accomplished (Present Tense)

**Example Specialist** *(Company Name)* Dallas, TX January 2015 - January 2017

* Bulletpoints about what you did and have accomplished (Past Tense)
* Bulletpoints about what you did and have accomplished (Past Tense)
* Bulletpoints about what you did and have accomplished (Past Tense)
* Bulletpoints about what you did and have accomplished (Past Tense)
* Bulletpoints about what you did and have accomplished (Past Tense)

**Example Internship** *(Company Name)* Los Angeles, CA May 2014 - January 2015

* Bulletpoints about what you did and have accomplished (Past Tense)
* Bulletpoints about what you did and have accomplished (Past Tense)
* Bulletpoints about what you did and have accomplished (Past Tense)
* Bulletpoints about what you did and have accomplished (Past Tense)

**Example Job** *(Company Name)* Chicago, IL May 2009 - May 2014

* Bulletpoints about what you did and have accomplished (Past Tense)
* Bulletpoints about what you did and have accomplished (Past Tense)

**Leadership and Volunteer Work**

**Example Member** *(Program Name)* Phoenix, AZ 2017 – Present

* Bulletpoints about what you do and have accomplished (Present Tense)
* Bulletpoints about what you do and have accomplished (Present Tense)

**Volunteer Work***(Program Name)* Houston, TX 2015 – 2017

* Bulletpoints about what you did and have accomplished (Past Tense)

**Example Member** *(Group Name)* Philadelphia, PA 2013 – 2015

* Bulletpoints about what you did and have accomplished (Past Tense)
* Bulletpoints about what you did and have accomplished (Past Tense)

**Example Leader** *(School Name)* San Antonio, TX 2009 – 2010

* Bulletpoints about what you did and have accomplished (Past Tense)

**Skills**

**Skill Number 1** (Company) – Extra Info

**Skill Number 2** (Company) – Extra Info

**Microsoft**(since everyone should have this skill)

* Word, Excel, PowerPoint, Navision and Outlook

**Name (first, middle initial & Last)**

example@gmail.com | 123.456.7899 |1234 Example Rd. Detroit, MI 12345

**References**

Employment

**Person’s Name**

*Company*

example@yahoo.com

(123) 456-7899

**Person’s Name**

*Company*

example@gmail.com

(123) 456-7899

Educational

**Person’s Name**

*Company*

example@gmail.com

(123) 456-7899

**Person’s Name**

*Company*

example@gmail.com

(123) 456-7899

Personal

**Person’s Name**

*Company*

example@gmail.com

(123) 456-7899

**Person’s Name**

*Company*

example@gmail.com

(123) 456-7899