**Name**

Professional email • phone number

City, State

Summary

Freshmen at American International College, majoring in [major here, if declared] with [highlights of relevant experience or qualifications]. I am looking to build experience in [area you're interested in -- should be what the target-employer does!]. I have strong skills in [highlight of relevant skills -- see the Characteristics and Skills sheet in the Resume Creation Pack].

Education

**Bachelor of Art/Science** American International College Graduation Date

Major:

**High School Diploma** High School Graduation Date

GPA:

Honors:

Core Competencies

|  |  |  |
| --- | --- | --- |
|  |  |  |
|  |  |  |

Experience

**Job Title**, Company Name, City, State Hire Date - End Date

* Use complete sentences, but omit the subject "I" -- "Organized files, …." rather than "I organized files, …"
* Basic description of job duties and responsibilities.
* List any notable achievements or experiences.
* Use numbers and other specific information where possible.

**Job Title**, Company Name, City, State Hire Date - End Date

* Use complete sentences, but omit the subject "I" -- "Organized files, …." rather than "I organized files, …"
* Basic description of job duties and responsibilities.
* List any notable achievements or experiences.
* Use numbers and other specific information where possible.

Leadership & Community Involvement

**Position Title,** Club, Organization/School, City, State Hire Date - End Date

* List any notable achievements or experiences.
* Use numbers and other specific information where possible.

**Name**

Professional email • phone number

Mailing address

|  |
| --- |
| References |

**Reference's Full Name, Reference's Title**

Relationship: (Their work-relationships to you and how many years they've supervised you -- for example: "Direct supervisor for two years")

Contact Information: phone number AND email

**Reference's Full Name, Reference's Title**

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