**YOUR NAME**

Street Address Most Used Phone Number  
City, State Zip Email Address

**OBJECTIVE**

Seeking a ……. position in the field of …….

**EDUCATION**

**Dallas Baptist University,** Dallas, Texas Graduation Month Year

Degree (ex: Bachelor of Arts) in Major

GPR:

**EXPERIENCE**

*Begin with the most recent experience (or) most relevant.*

**Organization Name,** City, State Month Year – Month Year

*Job Title*

* Action Verb statement of most relevant or important duties, quantify when possible
* Action Verb statement of most relevant or important duties, quantify when possible
* Use fewer or additional bullets as needed to best describe your experience

**Organization Name,** City, State Month Year – Month Year

*Job Title*

* Action Verb statement of most relevant or important duties, quantify when possible
* Action Verb statement of most relevant or important duties, quantify when possible
* Use fewer or additional bullets as needed to best describe your experience

**Organization Name,** City, State Month Year – Month Year

*Job Title*

* Action Verb statement of most relevant or important duties, quantify when possible
* Action Verb statement of most relevant or important duties, quantify when possible

**ACTIVITIES**

*Begin with the most recent (or) the organization with the greatest level of leadership.*

**Name of Organization** Month Year – Month Year

*Position Held*

* Action Verb statement of most relevant or important activities, quantify when possible
* Use fewer or additional bullets as needed to best describe your experience possible

**Name of Organization** Month Year – Month Year

*Position Held*

* Action Verb statement of most relevant or important activities, quantify when possible

**SERVICE**

**Name of Organization** Month Year – Month Year

* Criteria for selection or activities

**SKILLS**

Advanced knowledge of …

Also Familiar with…