Your Name

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

**OBJECTIVE**

Seeking an internship or full-time position in the field of …

**EDUCATION**

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

*Degree in Major*

Minor(s) in…. (if applicable)

Major GPR: #.##; Cumulative GPR: #.##

**LEADERSHIP (or WORK EXPERIENCE, ACTIVITIES, VOLUNTEER WORK)**

## **Organization Name** Month Year – Month Year

## Position Title (Month Year – Month Year)

* Action Verb, followed by description of most relevant or important duties and accomplishments
* Action Verb, followed by description of most relevant or important duties and accomplishments

*Position Title (*Month Year – Month Year)

* Action Verb, followed by description of most relevant or important duties and accomplishments
* Action Verb, followed by description of most relevant or important duties and accomplishments

## **Organization Name** Month Year – Month Year

## Position Title

* Action Verb, followed by description of most relevant or important duties and accomplishments
* Action Verb, followed by description of most relevant or important duties and accomplishments

**WORK EXPERIENCE (or LEADERSHIP, ACTIVITIES, VOLUNTEER WORK)**

## **Company Name,** City, State Month Year – Month Year

## Job Title

* Action Verb, followed by description of most relevant or important duties and accomplishments
* Action Verb, followed by description of most relevant or important duties and accomplishments

## **Company Name,** City, State Month Year – Month Year

## Job Title

* Action Verb, followed by description of most relevant or important duties and accomplishments
* Action Verb, followed by description of most relevant or important duties and accomplishments

**VOLUNTEER WORK (or WORK EXPERIENCE, LEADERSHIP, ACTIVITIES)**

## **Organization/Event Name** Month Year – Month Year

* Action Verb, followed by description of most relevant or important duties and accomplishments
* Action Verb, followed by description of most relevant or important duties and accomplishments

**HONORS (and/or AWARDS)   
Honor/Award/Organization** Month Year – Month Year

* Action Verb, followed by criteria for selection or explanation of involvement

**Honor/Award/Organization** Month Year – Month Year

**SKILLS**

List language skills and declare fluency (if applicable)  
List relevant computer skills