**“First Name” “Last Name”**

*Formatting*

* *Font = Size can vary 10-12*
* *Spacing = Can varies between size 3-12*
* *Margins =Can vary between 1” & .5”*

City, State (Street Address is unnecessary)

(xxx) xxx-xxxx : email@email.com

**EDUCATION**

**Florida Southern College**, Lakeland, FL

*Bachelor of…(Arts or Science) in… (Degree name)*, Expected Graduation “Month”, “Year”

*Bachelor of…(Arts or Science) in… (Degree name)*

Minor: (Minor Name)

GPA: ?/4.0

* Dean’s List: Fall 2016
* President Scholars List: Spring 2017, Fall 2017, Spring 2018

**Scholarship(s):** Name of scholarship

**Study Abroad Participant,** Country

*Course Name, “*Semester”, “Year”

**INTERNSHIP EXPERIENCE**

**Equality Florida**, Lakeland, FL

*Public Relations Intern*, Start Date (Month, Year) – End Date (Month, Year) or Present/Current

* 3-5 Bullet Statement to highlight skill(s) = (Action Word + Task) + Result
* Example:
* Collaborate (AW) with team members (T) to complete multiple task before the deadline (R)
	+ Skills highlighted are
		- **Teamwork** as a result of collaborating with other team members
		- **Time Management** as a result of completing projects before the deadline

**PROJECTS**

**Florida Southern College**, Lakeland, FL

*Group Research,* Semester, Year

* First Bullet statement should provide a broad overview of what you did
* Example: Conducted (AW) research (T) to determine the affect biases have on workplace evaluations (R)
	+ Skill highlighted is
		- **Critical thinking** as a result of the type of thinking it takes to conduct research
* 1-3 Bullet Statement to highlight skill(s) used to do what you did = (Action Word + Task) + Result
* Example: Scheduled and conducted (AW) interviews with participants (T) asking them if they ever felt like their workplace evaluations did or did not account for bias (R)
	+ Skills Highlighted are
		- **Organization** as a result of being able to schedule interviews with participants
		- **Interpersonal** as a result of conducting the interviews and communicating with the participants

**LEADERSHIP**

**Student Org/Club Name or Florida Southern College - Office of …**, Lakeland, FL

*Position*, Start Date (Month, Year) – End Date (Month, Year) or Present/Current

* 2-5 Bullet Statement to highlight skill(s) = (Action Word/Verb + Task) + Result

**ADDITIONAL EXPERIENCES**

**Company Name**, City Name, ST

*Position Name*, Start Date (Month, Year) – End Date (Month, Year) or Present/Current

**CAMPUS AND COMMUNITY INVOLVEMENT**

**Club/Organization Name**, *Position (Example: Member)*, Start Date (Month, Year) – End Date (Month, Year) or Present/Current

* *Can add accomplishments, executive positions, or insight into the organization*

**SKILLS**

**Computer Skills:** Advanced in Microsoft Word & PowerPoint; Intermediate with Microsoft Excel; Beginner in Adobe Photoshop

**Language Skills:** Fluent in Spanish, Conversational in French, Limited proficiency in American Sign Language

**Transferable Skill:** Experienced in Communication (Written & Verbal), Teamwork, Critical Thinking, and Prioritization