**Name**

Dayton, OH | Phone | Email

**SUMMARY** (Optional)

This is an intro to employers that highlights your qualifications and background specific to the job. Think about the skills you have developed in high school and/or early college in academics, jobs, activities/extra-curriculars, student athletics, volunteering/service. Highlight those skills in relation to the job you are applying to. Common skills you may have developed include: verbal and written communication skills, teamwork, detail-oriented, reliable/dependable, customer service, etc. This section should be 2-3 sentences long.

**EDUCATION**

**University of Dayton**, Dayton, OH

Degree (spell out Bachelor of Arts or Science), add your major Month Year

GPA: X.X/4.0 (of anticipated graduation)

**High School** City, State Month Year

**EXPERIENCE**

This section can be focused on work experience only. However, it can be a combination of volunteer/service activities, projects completed, activities/extra-curricular activities if you don’t have a lot of work experience.

**Company Name** City, State

Position Title Month Year – Month Year

* Action statement bullet point formula: Action, Context, Result (Goal: highlight the skills you use to be successful in this position)
* Start your bullet point with a strong, descriptive action verb (Action), include your process or tasks involved (Context), and end with why you did it or highlight your success (Result)
* Include at least two bullet statements per experience, with your most important or relevant bullet point first.

**Company Name** City, State

Position Title Month Year – Month Year

* Bullet statement
* Bullet statement

**Organization Name** City, State (Volunteer/service example)

Volunteer (or other title that best represents your service) Month Year – Month Year

* Bullet statement
* Bullet statement

**ACTIVITIES**

Organization Name, Position Title Month Year – Month Year

Organization Name, Position Title Month Year – Month Year

If you didn’t use your activities/extra-curriculars in the Experience section, add them in an Activities section. Adding bullet statements is optional if you have skills to highlight and you have the space. Your resume should be one page only. One statement is enough. If you are short on space, use example here by just listing your involvement.

**SKILLS**

Include language proficiencies (do not include English if applying within the United States, technical skills or computer program proficiencies. Transferrable skills should be shown through your action statements in examples.