

# Your Name

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Address

Phone

[email@appstate.edu](mailto:email@appstate.edu)

LinkedIn/website

## OBJECTIVE

Name the type of job you seek and the skills you have to offer.

## EDUCATION

### Bachelor of Science, Communication

May 20XX

Appalachian State University, Boone, NC

- Other information to include may be your major(s), minor(s), GPA (overall and/or major, if favorable), relevant courses, certifications, dean's list, scholarships.

## RELATED EXPERIENCE

### Position Title

Name of Business or Organization, City, State

June 20XX – Present

- Related experience is anything you have done related to your job objective
- Examine your experiences in their entirety including full or part-time work, volunteer work, internships, student teaching, assistantships, other experiences to determine a strategic order for the presentation of your information
- Organize headings to focus on certain types of experiences or skills, for example, "Sales Experience" or "Experience Working with Youth"; list first what is most attractive to your target reader or choose to have one large heading "Related Experience"
- Categorize less related experiences together in a heading "Selected Work Experience" or "Additional Experience"; see next section
- List your experiences in reverse chronological order within each heading. (most recent first.)

### Position Title

Name of Business or Organization, City, State

May – August 20XX

- Describe in detail starting each phrase with a power word, what you did, why you did it, who you did it with, what equipment you used, the results, and what supervision you had or provided to others
- Arrange descriptive phrases in order of relevance to the position for which you are applying
- Quantify your results, if possible. Identify personal strengths and skills used to achieve your accomplishments
- Use terminology that is common to the field you are pursuing
- Always write out or explain technical terminology and abbreviations; do not leave anything to the employer's imagination or interpretation
- Avoid using diluted phrases such as "responsible for" or "in charge of"

## SELECTED WORK EXPERIENCE

### Position Title

Name of Business or Organization, City, State

Summers 20XX - 20XX

- Describe part-time jobs/seasonal jobs that are not related to your job objective; you may choose to list your work and not describe each if the title and the duties performed are self-explanatory or obvious

## LEADERSHIP EXPERIENCE

### Position Title

Name of Business or Organization, City, State

Fall 20XX - Spring 20XX

- List and describe organizations, position(s) held, volunteer work or other leadership and involvement or other experience of value to the prospect employer