Name

(city, state, and zip code)

(email address) & (phone number)

**EDUCATION**

**Shepherd University, Shepherdstown, WV** (graduation month and year)

Bachelor of (Arts or Science) in (major); (concentration, if applicable)

Minor:

GPA: (list if 3.0 or higher)

**Study Abroad:** University Name (if applicable), City, Country (semester and year)

**Honors:** Dean’s List (semester(s) and year)

**WORK EXPERIENCE**

Organization/Company Name, City, State Month/Year – Month/Year

Job Title

* (Job Responsibilities)
* .
* .
* .

Organization/Company Name, City, State Month/Year – Month/Year

Job Title

* (Job Responsibilities)
* .
* .
* .

Organization/Company Name, City, State Month/Year – Month/Year

Job Title

* (Job Responsibilities)
* .
* .
* .

**VOLUNTEER EXPERIENCE**

Organization/Company Name, City, State Month/Year-Month-Year

Title

Organization/Company Name, City, State Month/Year-Month-Year

Title

Organization/Company Name, City, State Month/Year-Month-Year

Title

**SKILLS**

**Computer:** (Microsoft Office, Photoshop, Adobe, WordPress, etc.)

**Language:** (Fluent in Spanish, Educated in French, etc.)

**CERTIFICATIONS**

(CPR, AED, EMT, JAVA, C+, C++, etc.) Month and Year you received certification

**MEMBERSHIPS**

(NACE, etc.) Month and Year you became a member