

Jane Smith

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PROFESSIONAL PROFILE

Use this area to discuss why you would be a great hire for the company. What qualities do you possess that make you an excellent fit? You want to be thinking from an employer standpoint. Why should I hire you over the other people who applied?

EDUCATION

Master of _____ (the program you studied)

Month & year

Siena Heights University, Adrian, MI

Bachelor of _____ (the program you studied)

Month & Year

Siena Heights University, Adrian, MI

Major/Minor

Dean's List: Dates -GPA

PROFESSIONAL EXPERIENCE (in order of most recent to least)

Job Title

Month/Year - Present

Company & Location

- Use bullet points to describe what you did on the job
- If and when possible use numbers to describe your work (example- how many people did you supervise? How many calls did you answer, on average, per day?)
- You should be looking for ways you either saved the company time or money. These are one and the same.

Job Title

Month/Year -end date

Company & Location

- Use bullet points to describe what you did on the job
- If and when possible use numbers to describe your work (example- how many people did you supervise? How many calls did you answer, on average, per day?)
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VOLUNTEERISM & CAMPUS INVOLVMENT any additional information that list hobbies, extra curricular activities, clubs, organizations, etc...

- Bullet these into most important and least important based on the job you are applying to

SKILLS or CERTIFICATIONS

- If a company is looking for something specific you may want to include this section.