**FIRST & LAST NAME**

Street Address, City, NV Zip Code

999-999-9999 |Professional Email Address

**EDUCATION**

**Nevada State College**, *Henderson, NV* Expected: Month 20XX

Bachelor of Science/Arts in Major – In Progress

Minor in Major

**High School Name OR College Name (Only if Received College Degree)**, *City, State*  Month 20XX

High School Diploma OR Associate of Arts/Science in Major OR Bachelor of Science/Arts in Major

**RELEVANT WORK EXPERIENCE**

**Company Name**, *Job/Internship Title*, City, State Month 20XX- Present

* Begin each bullet point with a strong action verb. Do not use pronouns such as I, me, my, their, our, etc.
* Equation for crafting a strong bullet point: Verb + skill/accomplishment + context (add detail)
* Be sure to quantify your accomplishments, not just describe tasks and responsibilities – you can quantify using numbers like “increased sales by 30% by…” or “trained 15 employees on…” or “saved $3,500 by …”
* Each bullet point should be a snapshot of a skill/accomplishment in action – the reader should be able to paint a clear picture of what you did
* Bullet points should be more than 3-5 words and can be 2 lines of text if needed (like the bullet point above)
* You should have at least 2-3 bullet points per experience - the more relevant the experience, the more bullet points you should have
* Avoid words like “Responsible for” or “Duties include”

**Company Name**, *Job/Internship Title*, City, State Month 20XX- Month 20XX

* Verb + Skill/Accomplishment + Context (add detail)
* Verb + Skill/Accomplishment + Context (add detail)
* Verb + Skill/Accomplishment + Context (add detail)
* Verb + Skill/Accomplishment + Context (add detail)

**Company Name**, *Job/Internship Title*, City, StateMonth 20XX- Month 20XX

* Verb + Skill/Accomplishment + Context (add detail)
* Verb + Skill/Accomplishment + Context (add detail)
* Verb + Skill/Accomplishment + Context (add detail)

**EXTRACURRICULAR EXPERIENCE**

**Club/Organization Name**, *Member/Volunteer Title,* City, State Month 20XX- Present

* Verb + Skill/Accomplishment + Context (add detail)
* Verb + Skill/Accomplishment + Context (add detail)
* Verb + Skill/Accomplishment + Context (add detail)

**Club/Organization Name**, *Member/Volunteer Title,* City, State Month 20XX- Month 20XX

* Verb + Skill/Accomplishment + Context (add detail)
* Verb + Skill/Accomplishment + Context (add detail)
* Verb + Skill/Accomplishment + Context (add detail)

**ADDITIONAL WORK EXPERIENCE**

**Company Name**, *Job Title*, City, State Month 20XX- Month 20XX

**Company Name**, *Job Title*, City, State Month 20XX- Month 20XX