**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

**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

**WORK EXPERIENCE**

**Company Name,** City, State *Month 20XX - Present*

*Job/Internship Title*

* 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,** City, State *Month 20XX – Month 20XX*

*Job/Internship Title*

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

**ORGANIZATIONS**

**Organization/Club Name – Nevada State College,** Henderson, NV Month 20XX - Present

*Your Membership Title (i.e. Member, President, Secretary, etc.)*

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

**Organization/Club Name,** City, State Month 20XX – Month 20XX

*Your Membership Title (i.e. Member, President, Secretary, etc.)*

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

**VOLUNTEER EXPERIENCE**

**Organization Name,** City, State Month 20XX – Month 20XX

*Your Volunteer Title (i.e. Volunteer, Literacy Tutor, Mentor, etc.)*

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