**SAMUEL B. STUDENT**

Street, Apt. # ▪ City, State, Zip Code ▪ Phone ▪ E-mail Address

**QUALIFICATION HIGHLIGHTS**

Choose 3-5 of your most important qualifications for this job, basing your choices according to what is important to this employer. Use keywords and present your qualifications in order of priority using bullet-point statements (see example statements below).

* Creative, responsible, organized and compassionate worker with strong planning and communication skills and demonstrated abilities to work well independently and on teams
* Proficient in Microsoft Word, Outlook, Adobe Acrobat Reader and various internet browsers; familiar with Excel, PowerPoint and Access

**EDUCATION**

**Degree – Program and/or Major** Anticipated: Month Year

Name of College or University, City, State

**Relevant Courses:** List only completed courses that are relevant to your goal. Remove this section post-graduation as you develop more skills and gain relevant experience.

Introduction to Business, Dynamics of Communication, Social Media Marketing, Intro Computer

Info Systems, Management Theory, Diversity in the Workplace, Intro to Sociology

**HONORS & AWARDS**

Example below – only include this section if you have received special recognition or awards

Dean’s List – two consecutive semesters at LCC (Fall 2018 and Spring 2019)

**RELATED EXPERIENCE** (or use **VOLUNTEER EXPERIENCE** as heading, if positions did not pay wages)

**Office Assistant** – Company Name, City, State Summers 20XX – 20XX

* Write two or more bulleted statements about what you learned or accomplished that is relevant to your objective
* Quantify results of your accomplishments whenever possible and applicable (e.g. numbers, dollar amounts, percentages, # of customers served, calls transferred and/or files created)

**ACTIVITIES**

**Men’s Basketball Team** – Lansing Community College, Lansing, MI May 2018 – Present

* Start each statement with an action verb; refer to how you positively affect the organization, bottom line, your boss, coach, teammates, coworkers and/or customers
* Serve as athlete on college basketball team while attending school full-time and working approximately 15 hours per week on average to earn money for tuition and living expenses

**Business Start-Up Club** – Lansing Community College, Lansing, MI January 2019 – Present

* Participate in monthly meetings and actively serve as vice president for one full year
* Consult with local business leaders and invite them to speak at club meetings to help members learn more about various business careers and develop personal networking relationships