

Your Name in 18pt Font

List the best address, email, and phone number for employers to contact you.
This contact information should take up no more than two lines.

OBJECTIVE (Optional)

An Objective can be helpful in briefly describing the type of position you hope to obtain and with a specific employer. Objectives should be tailored to fit each job you apply to; these should not be used when handing out multiple resumes at career fairs.

EDUCATION

Bachelor of Science in Business Administration
North American University, Houston, TX

May 2016

HONORS/AWARDS (Optional)

- Name of Award, *Year*
- Include Scholarships, *Years*

EXPERIENCE

Position Title

Jan. 2015-Present

Organization, City, State

- Explain skills and responsibilities.
- Highlight accomplishments.
- Be specific enough that an employer can read the description and have a picture of your role.
- List in bullet points for employers to easily skim through your experience.
- List bullets in order of importance, with the most relevant experience listed first.
- No more than 6 bullet points.

Position Title

May-Dec. 2014

Organization, City, State

- If you are highly involved in an organization, you can include it in your experience.
- If you want to use a general “experience” section, it can include internships (paid or unpaid), volunteer work, or leadership involvement in organizations.
- List all experiences in reverse chronological order, with the most recent experience listed first.

ACTIVITIES (Optional)

- Name of organization, *Title (Volunteer, Member)*, Dates of involvement
- Career Services Club, *Member*, 2014-2015
- This section can also include important events or projects and follow similar format if not heavily involved in the activity. If highly involved, include with “Experience” section.
- NAU International Cultural Festival, *Turkmenistan Representative*, 2011-2013

SKILLS (Optional)

- This section should include a bullet point list of technical skills, such as with language or programs.
- Proficiency with Microsoft Office products can be listed as optional.
- If there are specific skills requested in a job posting and you have these skills, highlight them here.